

STANDARD INSTALLATION
TOPIC EXCHANGE SERVICE



RELOCATION INFORMATION FOR

Stuttgart
Germany

Information Date
June 26, 2000

Visit the SITES Web Site at
<http://www.dmdc.osd.mil/sites>

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Installation

Installation Overview

For more information on this subject:
<http://www.Stuttgart.army.mil>

The 6th Area Support Group (ASG) located in Stuttgart, Germany, has a mission to provide command, control, communications and Base Operations to assigned and attached units. The largest customer of the 6th ASG is Headquarters United States European Command (EUCOM). The 6th ASG is under the responsibility of U.S. Army Europe (USAREUR) and 7th Army, which is headquartered in Heidelberg.

USAREUR maintains a combat ready, forward-deployed force capable of providing immediate responses in support of NATO, U.S. unilateral, U.S. bilateral and U.S. multilateral objectives; operates and expands operational lines of communication within EUCOM and supports U.S. combatant commanders and other joint and combined commanders with forces and joint task force as required.

The goal of the 6th ASG is to make your tour in Stuttgart enjoyable and memorable. Stuttgart has been called one of the "seven most beautiful cities in the world". And, because of Stuttgart's location, you can drive or take a train to Switzerland, Austria, France, Italy, Luxembourg, Belgium, Czechoslovakia or the Netherlands and arrive within a day (see LOCAL COMMUNITY Section for more information).

**DIRECTIONS FROM STUTTGART
INTERNATIONAL AIRPORT TO KELLY
BARRACKS, ROBINSON BARRACKS AND
PANZER KASERNE**

(See MUST KNOW ITEMS Section for directions from Stuttgart International Airport to Patch Barracks)

Kelley Barracks - Turn left at the traffic light exiting the Stuttgart International Airport. Follow Autobahn 8, Karlsruhe, Singen, Heilbronn to Stuttgart 27. Follow 27 towards Stuttgart, exit right to S-Moehringen, S-Fasanenhof, S-Hohenheim, and Kelley Barracks. After you have exited veer into the left lane, turn left at second traffic light. Follow the sign with Plieningen, Hohenheim, Kelley Barracks,

Pressehaus, Daimler Benz. About 1/2 mile, make a left at Kelley Barracks sign directing you to the area.

Panzer Kaserne - Turn right at the traffic light exiting the Stuttgart International Airport. Follow the signs for Munchen, Ulm, Esslingen, Stuttgart Ost to Autobahn 8 (blue sign, do not take Munchen, Ulm 8). Take Karlsruhe 8. Follow the sign for Karlsruhe, Singen, Heilbronn 8, (it will turn right to get on 8). Stay on Autobahn 8, until the second exit. Exit Boblingen, Singen Autobahn 81. Take the second exit - Boblingen Ost. Follow the exit around and take a left at the traffic light. Go up the hill and at the next light, take a right and the entrance to the gate is on your immediate left.

Robinson Barracks - Turn right at the traffic light exiting the Stuttgart International Airport. Follow the signs for Munchen, Ulm, Esslingen, Stuttgart Ost to Autobahn 8 (blue sign do not take Munchen, Ulm 8). Take Karlsruhe 8. Follow the sign for 8 Karlsruhe, Singen, Heilbronn. Stay on Autobahn 8, follow signs to s-Vaihingen, Stuttgart 81. Keep straight until you see the blue autobahn sign "reading Stuttgart 831". The autobahn will end in about 3-4 miles as you get into Stuttgart. As you come to a "Y" at the end, get in the left lane to make a left turn at the traffic light. The signs will point you toward the "MESSE" and there is also a sign for "U.S. Installations". Stay on priority road, keep straight until you reach Stuttgart Messe (big glass building on your left). Get in the left lane and keep straight until you see the sign that indicates Robinson Barracks. When you see the sign that says Robinson Barracks make a left. After you make the turn you will need to get into the right lane and go straight. Keep straight until you reach a large intersection, then turn get into the middle lane. At this time you will be at a traffic light (on the right, there is a tall round Bosch Tower). You will need to make a right turn and IMMEDIATELY get into the left turn lane. This intersection is called Pragsattel, which is also the subway station. At the next traffic light, make a left turn to go up the hill. The sign will say "Robert Bosch, Polizei, and Robinson Barracks". Once you take a left you will remain on the priority road and continue up the hill. Past the bus stop, take a left turn onto Roter Stichstrasse (Robert Bosch Hospital is on the right). After you pass the fenced area, take any of the streets to the right. The first right will take you to the Hilltop Hotel. If you keep going straight instead of turning left to the Hilltop Hotel, you will come to the CX and Post Housing.

**DRIVING DIRECTIONS FROM ONE
INSTALLATION TO ANOTHER**

Patch Barracks to Robinson Barracks - Turn right when leaving Patch Barracks main gate. Continue through the light and under the overpass. Go right onto the autobahn at the blue autobahn sign reading "Stuttgart 831". The autobahn will end in about 3 to 4 miles as you get to Stuttgart. As you come to a "Y" at the end, get in the left lane in order to make a left turn at the light. The signs will point you towards the "MESSE" and there will also be a sign that reads "US Installations". Staying on the priority road, go through ten traffic lights (you will be passing through a residential area). Count every light for several kilometers. You are now at the Stuttgart Messe (big blue glass building on left). Get into the left lane and at the eleventh traffic light (at the end of the blue glass building) turn left (here you will see a sign that says "Robinson Barracks"). After you make the turn get into the right lane and go straight through the next five traffic lights (count every light, working or not) and as you approach the large intersection you will need to be in the middle lane. At the sixth traffic light (on your right there will be a tall cement tower with advertisements on the side) you will make a right turn and immediately get into the far left lane (intersection is called Pragstättel, MOX-NIX by Americans). At the next traffic light, turn left (there will be a sign indicating ROBERT BOSCH KRANKENHAUS AND POLIZEI, and Robinson Barracks). Once you have turned left, stay on the priority road and go up the hill (vineyards will be on your right). Just past the bus stop, take a left turn onto Roter Stichstrasse (Robert Bosch Hospital is on right). Robinson Barracks will be to your right and any of the next six right turns will take you onto post. The Hilltop Hotel can be found by turning at the first right after the traffic light. The road will split, turn left, the hotel will be the second building on the left; Grenadier family housing is just farther down and on both sides of the road after passing Robinson Barracks.

Robinson Barracks to Patch Barracks - Leaving Robinson Barracks Housing or Grenadier Housing turn onto Robert Stich Strasse and head in the direction of Robert Bosch Krankenhaus. Turn right at the next intersection and go down the hill to the next traffic light. This is only a two light traffic light (if it is off, it means you may proceed through). As you go through the intersection at the bottom of the hill, make sure you are in the left lane and once you pass the traffic light stay in the middle lane (marked 295). At the next light, you will be curving left (sign says "Messe"). Drive through to the next traffic light. Facing you is the Messe Hotel Europe and across the street an ESSO gas station. Take a left at this light. Drive to the next traffic light (you will see a sign

indicating Patch Barracks on your right) and take a right. Continue on the priority road until you reach the Stuttgart Messe and take a right at the traffic light. Follow the priority road back to Autobahn 831. Follow signs indicating Autobahn Singen, Heilbronn, München and Karlsruhe. After the tunnel take the S-Vaihingen exit. Stay to the right as the road splits. At the yield sign turn right and drive a short distance. Patch Barracks main gate will be on your left.

Patch Barracks to Kelley Barracks - Turn right out the front gate. Go straight through Vaihingen on Hauptstrasse, through six traffic lights and under the Schwaben Brau crossover. Go through two more traffic lights. Staying in the right lane, go straight. The road changes to Mohringerlandstrasse. Go through five more traffic lights to the town of Mohringen. The road changes to Vaihingenstrasse. Still go straight as you go up a slight hill (passing the International School on your left). An Optical Shop sign is on the left side of the street. You will see a pair of Red Glasses. Turn right onto Rembrandstrasse. There is also a sign that reads "Kelley Barracks" on the right (far side of the intersection). At the third light the Hotel Stuttgart International "Copethorne" will be on the right. Go through two more traffic lights (Mercedes Benz on your left). Right after the Mercedes building is the Kelley Barracks main gate on the left. At the third traffic light turn left and you are on Kelley Barracks.

Kelley Barracks to Patch Barracks - Turn right out front gate. At second traffic signal take a right. Follow road and enter onto the Highway 27 towards "Tübingen". Get on Autobahn 8 towards Heilbronn, Karlsruhe. Take the Stuttgart Autobahn 831 towards Stuttgart (you will also see signs for the Messe). The very first exit will be S-Vaihingen. Take this exit and stay in the left lane. Turn left at the signal and go under the autobahn through another traffic signal and past some car dealerships (BMW, VW, Audi). The Patch Barracks main gate is just past this area on the left.

Patch Barracks to Panzer Kaserne - Turn right after leaving the main gate. At the traffic light turn right onto Pascalstrasse and stay on the priority road until you reach the next traffic light on Panzerstrasse. At the traffic light turn left onto Panzerstrasse. Go up the hill. Panzer family housing will be on the right and just after the intersection will be the Panzer main gate.

Panzer Kaserne to Patch Barracks - At the front gate turn left onto Panzerstrasse. Follow this road for a couple of miles. Take Autobahn 831 towards

Stuttgart. Get off at the S-Vaihingen exit (first exit past the Autobahn 8 interchange) and stay in the left lane. Take a left at the signal, go under the autobahn, pass through another traffic signal and a couple of car dealerships. The Patch Main Gate will be on the left.

Kelley Barracks to Robinson Barracks - Driving directly from Kelley to Robinson is very complicated due to the fact that you drive directly through downtown. We strongly recommend following the directions from Kelley to Patch and then Patch to Robinson.

Robinson Barracks to Kelley Barracks - Driving from Robinson to Kelley is very complicated due to the fact that you drive directly through downtown. We strongly recommend following the directions from Robinson to Patch and then Patch to Kelley.

Panzer Kaserne to Kelley Barracks - Follow directions from Panzer Kaserne to Patch Barracks and then Patch Barracks to Kelley Barracks.

Kelley Barracks to Panzer Kaserne - Turn right out the front gate. At the second traffic light take a right. Follow road and enter onto the Highway 27 towards "Tubingen". Get on Autobahn 8 towards Heilbronn, Karlsruhe. Take Autobahn 81 towards Singen, Sindelfingen and Boblingen. Take the exit Boeblingen-Ost. At the end of the long ramp, take a left. Go up the hill. Panzer family housing will be on the right and just after the intersection will be the Panzer Main Gate.

For further information on the 6th ASG, EUCOM and USAREUR, visit the web site provided.

Name: 6th Area Support Group, Commander
Address: Kelley Barracks, Building 3315
City: APO 09107
Phone: CIV: 011-49-711-729-1300
DSN Phone: 421-1300

Name: ARMY COMMUNITY SERVICE
Address: Unit 30401 Box 4010
City: APO 09131
Phone: (CIV) 011-49-711-680-7176
FAX: (CIV) 011-49-711-680-5948
DSN Phone: 430-7176
DSN FAX: 430-5948

Must Know Items

The Stuttgart Military Community is known as a "Purple Community" in that all branches of service

(to include active duty, reserve and guard) are assigned here: Army, Air Force, Marines, Navy and Coast Guard. Federal civil service (GS), contract employees and local national hires are also part of the workforce in the community. Stuttgart is home to the European Command Headquarters (EUCOM) and is supported by the 6th Area Support Group (ASG). The 6th ASG is under the responsibility of U.S. Army Europe (USAREUR) and the 7th Army.

The Stuttgart Area Support Group provides support services at five primary installations: Patch Barracks, Kelley Barracks, Robinson Barracks, Panzer Kaserne and the Stuttgart Army Airfield, all located within 30-40 minutes of each other. This SITES packet attempts to provide information for all personnel assigned to the Stuttgart area.

If you are arriving by commercial air transportation into Stuttgart, Germany, it is expected that arrangements have been made with your sponsor to have you met at the airport upon arrival. Note: Army personnel O-3 and below, assigned to the 6th ASG, should be arriving to Frankfurt and transported by bus to Stuttgart (see REPORTING PROCEDURES below). If you arrive in Stuttgart after duty hours without your sponsor, report to the Billeting Office at Patch Barracks, Building 2506 (DSN 430-7181, CIV 011-49-711-680-7181). They will assist with temporary lodging either on post, if available, or at a hotel near the installation if arrangements have not already been made.

Taxis are available in front of the airport and the drivers speak enough English to assist you. The drivers are familiar with Patch Barracks, Kelley Barracks, Robinson Barracks and Panzer Kaserne. If you need Deutsche Marks (DM), a Foreign Exchange is located in the airport. The taxis will also accept credit cards.

DIRECTIONS FROM STUTTGART INTERNATIONAL AIRPORT TO THE INSTALLATIONS

The following are driving directions from the Stuttgart International Airport to Patch Barracks. See INSTALLATION OVERVIEW Section for directions from the airport to Robinson Barracks, Kelley Barracks, Panzer Kaserne as well as directions between the installations.

Patch Barracks - Turn right at the traffic light exiting the Stuttgart International Airport. Follow the signs to Munich, Ulm Esslingen, Stuttgart Ost, to Autobahn 8 (blue sign, do not take Munchen, Ulm 8).

Exit S-Vaihingen, Autobahn 831. Merge right at S-Vaihingen, Patch Barracks. Take a left at the stop light, go through the next stop light and Patch Barracks will be about 100 yards on your left.

REPORTING-IN PROCEDURES

Army personnel, O-3 and below, assigned to the 6th ASG, arriving on Military Airlift Command (MAC) flights, will be met by the 64th Replacement Company personnel upon arrival in Frankfurt. After processing at the Replacement Company, personnel coming to Stuttgart will be transported, with their belongings, to the Stuttgart Central Processing Facility.

All other incoming Army, Air Force, Marine, Navy and Coast Guard will report for initial in-processing to the Central Processing Facility (CPF) on Patch Barracks, Building 2318 no later than 0800 on their second duty day in Stuttgart (DSN: 430-4064; CIV 011-49-711-680-4064). Service members must report in duty uniform. It is expected that the sponsor will escort the service member to the Central Processing Facility. Spouses are invited to attend in-processing activities. In-processing service members can obtain one day free hourly child care through the Child Development Center (registration fee is responsibility of the service member). Sponsors can make reservations at the Child Development Center up to four weeks prior to your arrival by providing the name, age and the date child care is needed. Your sponsor can also provide you with the registration materials prior to your arrival (see CHILD AND TEEN SERVICES Section for more information). If advance reservations are not made, reservations can be made upon arrival, however availability may be limited.

The Central Processing Facility is designed to be a one-stop in-processing center. Briefings will be given by representatives of:

Army Community Service Center (ACS), see NEWCOMER'S BRIEFING in this Section for more information;

Transportation, who will tell you the status of your household goods;

Health and Dental Clinics, who will collect all health and dental records for service member and family, initiate enrollment into Tri-Care Europe and provide orientation to receive limited over the counter medicines from the Pharmacy.

Following these briefings, Army personnel will settle any travel and PCS vouchers and update personnel

records. Air Force, Navy and Marine personnel will settle travel vouchers, update personnel records and receive basic issue at the Air Force MSS and Navy PSD (see below for location and required documents). All service members will be able to process through housing (if eligible).

After this initial in-processing, all incoming personnel will attend two weeks of joint community in-processing training. It is strongly recommended that spouses attend this training. One week of training consists of briefings on essential information on military and civilian support services, CIF issue for Army personnel, an opportunity to take the driver's test and a tour to the local hospitals. Another week consists of German language training, Headstart (required for Army personnel), or Stuttgart Newcomers Orientation (SNO) which is a five day program of German Culture and additional briefings.

The following documents are to be brought to the Central Processing Facility for initial in-processing:

Army:

Current DA Form 2A (enlisted) and 2B (officer)

DA Form 4037 (Officer Record Brief)

DA Form 873 (Security Clearance)

Medical and Dental Records (service member/family)

One copy of PCS orders and all amendments

Air Force/Navy/Marine: One copy of PCS orders and all amendments

Medical and Dental Records (service member/family)

The following are additional in-processing requirements for Air Force, Navy and Marines:

Air Force: USAFE MSS, Patch Barracks, Building 2308 DSN 430-8442; CIV 011-49-711-680-8442 Bring all records, packets and paperwork from last duty station.

Navy and Marine: Personnel Services Detachment, Patch Barracks, Building 2307, Room 415 DSN 430-7278; CIV 011-49-711-680-7278 Check in within three working days of arrival. Bring all receipts for travel.

DOCUMENTS TO HAND CARRY

*Power of Attorney *Family military ID cards
*Stock and bond certificate *Installment payment contracts
*Family Social Security cards *Family shot records
*Court orders for divorce, child support or child custody
*Phone numbers for family/friends
*Will *Marriage certificates *Real Estate

documents *Adoption papers *Citizenship papers
*LES statement *Bank account information *Birth
certificates *Credit card account information *Car
titles *Car registration *TDY or PCS orders
*Insurance papers *Complete military address of
military service member *Family travel orders
*School Records, including Individual Education
Plan (IEP) *Passports *POV shipping documents
*Household goods shipping documents *Family
Medical/Dental records *Driver's License *Pet
Records *SITES/Welcome Packet *Employment
Records/References (see EMPLOYMENT SECTION
for specifics)

TEMPORARY LODGING

Temporary Lodging Allowance (TLA) partially reimburses service members for occupying temporary lodgings (transient accommodations on- or off-post, cost of meals and transportation to meals while seeking permanent quarters on arrival. In order to draw TLA, you must apply for government quarters within two working days of arrival in Stuttgart. TLA can be claimed in 10 day increments and is generally limited to 60 days for arriving service members. TLA repayments will be credited into your direct deposit paycheck account within one month of filing the paperwork with housing. A briefing on TLA entitlements and how to file for TLA will be given after arrival.

Temporary lodging on-post is accessible on a space available basis. When there are no rooms available, referrals are made to German hotels off-post, however a Statement of Non-Availability (SNA) must be obtained (see below). It is expected that your sponsor will coordinate with you regarding your temporary housing needs well in advance of your arrival.

Hotels on-post include:

Kelley Community Club, Kelley Barracks, Building 3300 DSN 421-2811 (single and double beds; private bathrooms and showers, VIP suites, no pets)

Panzer Community Club, Panzer Kaserne, Building 3180, DSN 431-2401, CIV 011-49-7031-15-401 (single and double beds, no pets)

The Schwabian Inn, Patch Barracks, Building 2506, DSN 430-7181, CIV 011-49-711-680-7181 (single and double beds, shared bath, no pets, rooms have international direct-dial phone, cable tv, video player, refrigerator, microwave oven, hairdryer, clock radio, full size iron board and iron, safe)

Robinson Hill Top Hotel, Robinson Barracks, Building 169, DSN 420-7038, CIV 011-49-711-819-7038 (private baths in each room; adjoining family rooms, no pets, rooms have international direct-dial phone, cable tv, video player, refrigerator, microwave oven, hairdryer, clock radio, full size iron board and iron, safe, sauna and life cycle fitness equipment room in the basement)

For more information on on-post accommodations visit the housing web site.

Off-post Hotels:

If on-post accommodations are full, you may choose to stay in an off-post hotel. Make sure that you acquire a Statement of Non-Availability (SNA) control number from the office of the Schwabian Inn at DSN 430-7181. When you stay in off-post lodging with an SNA control number, you are entitled to Temporary Lodging Allowance (TLA). Without this SNA number TLA reimbursement will not be authorized. TLA can be claimed in 10 day increments, with your original hotel receipt, from the Housing Office. It is important when choosing off-post accommodations that the room rates do not exceed your daily TLA, which is based on grade and number of family members. To find out what your TLA is, call the 208th Finance Company at DSN 430-8309, CIV 011-49-711-680-8309. If the hotel rate exceeds your TLA, you are responsible for paying the difference. You are also responsible for initially paying your hotel bill when it is due. TLA repayments will be credited into your direct deposit paycheck account within one month of filing the paperwork with housing.

In Germany a 16% value added tax is added to all room rates. Most German hotels, however, accept the Value Added Tax (VAT) form, which exempts military members and Americans working for the Department of Defense from paying most of this tax. The forms can be purchased for \$4 each at the VAT office after arrival in Stuttgart. The VAT office is located on Patch Barracks, Building 2325, DSN 430-4061, CIV 011-49-711-680-4061. For more information, see VALUE ADDED TAX at the end of this Section.

Temporary Quarters:

Temporary quarters may be available. In the Stuttgart area, temporary quarters are excess 2 bedroom units located in the same buildings as permanent quarters. The units are relatively small,

approximately 900 square feet. You are not authorized to accept household goods other than hold baggage while residing in temporary quarters. Temporary quarters might not be located in the same area where your ultimate permanent quarters are assigned. This could mean that your children might have to change schools once permanent quarters are assigned. It is also important to note that temporary quarters consists of excess 2 bedroom quarters only. There are no 3, 4 or 5 bedroom temporary quarters (see HOUSING SECTION for more information regarding assignment of quarters).

COST OF LIVING

A Cost of Living Allowance (COLA) is authorized for the Stuttgart area. Telephone costs, car insurance and clothing are expensive in Germany. COLA rates are based on grade and number of family members residing with you. The rates are subject to change and can be accessed on the Internet at the address provided in the HOUSING ALLOWANCES Section of the HOUSING Section. The location code for Stuttgart is GM055.

CHILD CARE

There is a Child Development Center located on Patch Barracks, Panzer Kaserne and Kelley Barracks. Family Child Care providers may also be available. (See CHILD AND TEEN SERVICES Section for more information).

HOME ALONE POLICIES

According to the 6th ASG Commander's Policy #3:

"It is the responsibility of every parent and guardian in this community to provide a safe and healthy environment for children. Part of the 6th Area Support Group (ASG) role is to assist sponsors in fulfilling this important responsibility by providing facilities, services, and appropriate guidance for families. While all children should be supervised, different degrees of supervision are required, depending on the age and maturity level of the child. For full guidelines see the REGULATIONS Section.

CURFEW

While a specific curfew is not in effect on-post, the following quiet hours policy is in effect: "All loud and disturbing noise, to include skateboarding, rollerblading, and playground activities, will cease between 2100 and 0700 hours".

Germany has "quiet hours" daily from 1300-1500, 2200-0700 and all day on Sunday and holidays. The law states there can be no loud or unusual noise that would disturb other people. This includes mowing the lawn, washing the car or other manual labor.

DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS (DoDDS)

For the 1999-2000 School Year, school begins on August 30, 1999 and ends on June 16, 2000. 22 Units are required for graduation. For the entire school calendar and complete graduation requirements, see the DoDDS Section in the EDUCATION Section.

Documents Required for Registration:

Report card or transfer card from previous school if available

Original birth certificate or passport for verification of birth date for enrollees in Kindergarten or First Grade

Certificate of Immunization

PCS orders and family member travel orders (if applicable)

Service member's ID card

Address and phone number of emergency point of contact

Official mailing address and phone number of sponsor

Home phone number and prefix (if available)

Child's social security number

Some Special Education programs and services are available.

Before and After School Program

The School Age Services (SAS) provides programs for youth ages 6-12 before and after school, during holidays, and days that DoDDS are not in session. See CHILD AND TEEN SERVICES Section for more information.

PETS

Pets are not allowed in the hotels on-post and boarding establishments are limited and expensive. Some German hotels allow pets and charge an additional fee to the regular room rate. Regulations limit residents of military housing to no more than 2 domestic pets per household (see PETS in the REGULATIONS SECTION for more information). Make sure you communicate with your sponsor as early as possible regarding pet needs. Pets do not

have to be quarantined in Germany, but a bilingual health certificate is required. **IMPORTANT TO NOTE:** The health certificate cannot be more than 10 days old and the rabies vaccination must be at least 30 days old and not more than a year old before you travel to Germany. Your military veterinarian can provide information about host country requirements. Pets do have to be registered at the Veterinary Services, located on Panzer Kaserne, Building 2996 after arrival in Stuttgart (DSN 431-2681, CIV 011-49-7031-15681). See **VETERINARY** and **PET SERVICES** in the **RELOCATION SERVICES** Section.

NEWCOMER'S BRIEFING

A briefing by an ACS Relocation Readiness Program representative is part of the initial in-processing through the Central Processing Facility. Topics covered include: overview of the Stuttgart military communities, where various support services are located, procedures for obtaining a driver's license, telephone, cable, newcomer's classes, and much more.

TELEPHONE

U.S. cordless phones, cell phones and baby monitors with the 900 mhz frequency are illegal in Germany as they interfere with the German emergency system. U.S. phones with cords can be used with a phone jack adapter. Adapters are available for purchase at the PX Power Zone, located on Patch Barracks, Building 2343 (DSN 430-8613, CIV 011-49-711-680-8613). If you plan on using an online service with your computer, you will also need this phone jack adapter for your computer. See **RELOCATION SERVICES** Section for more information.

When dialing direct from the states to Stuttgart, dial the international operator: 011, the country code: 49, the city code: 711 (Patch, Kelley or Robinson Barracks) or 7031 (Panzer Kaserne), then the local number. When in country and dialing city to city, a zero "0" is placed in front of the city code, i.e., 0711.

MAIL WHILE ENROUTE

Ninety days prior to arrival date, your sponsor can contact the post office, complete DA Form 3955 and obtain a mailing address for you to begin forwarding your mail. All mail received will be held for your arrival. If you are delayed in route, it is imperative you notify your sponsor to inform the post office so that your mail will not be returned to sender. The main post office, located on Patch Barracks, Building

2325 can also be called direct at DSN 430-7199 or CIV 011-49-711-680-7199.

WEATHER

Stuttgart is located in the German state of Baden-Wuerttemberg. The climate in Baden-Wuerttemberg is generally mild. The average winter temperature is slightly above freezing and average summer temperatures are around 75 degrees Fahrenheit. Humidity is generally high and the average rainfall is 20-30 inches.

ADDITIONAL INFORMATION RELEVANT TO LIVING IN THE STUTTGART AREA (IN ALPHABETICAL ORDER):

AUTOMOBILE INSURANCE

Car insurance is expensive. Variables such as age of the car, engine size, make, model and weight of the car can influence the insurance rates. Proof of insurance is required before your vehicle can be registered. USAA has offices and representatives in Germany. Other U.S. companies may subcontract with a local insurance company. Shop around when purchasing car insurance and make sure you understand your coverage. German law requires the following minimum coverage: 1,000,000/1,500,000 DM for personal injury; 400,000 DM for property damage; and 40,000 DM for damages other than personal injury or property. For more information, read USAREUR Pamphlet 550-160, Insuring Your Car in Germany at the web site provided in the **REGULATIONS** Section.

ADAC, a German roadside assistance service, is similar to AAA in the states and is available at reasonable costs. For more information on ADAC, contact The Army Community Service Center (DSN 430-7176, CIV 011-49-711-680-7176).

BANKING

There are two banking establishments on post to meet your banking needs. The main office of the Community Bank is located on Patch Barracks, Building 2325 (DSN 430-5207; CIV 011-49-711-680-5207). The Community Bank has branches at Panzer Kaserne, Kelley and Robinson Barracks. The Service Federal Credit Union is also located on Patch Barracks, Building 2325 (DSN 430-7194; CIV 011-49-711-680-7194). In addition to these banking facilities, checks can be cashed for limited amounts at the PX and 208th Finance.

CABLE/SATELLITE DISHES

English speaking cable TV is available only on-post. The service is provided through a German company, TKS, located on Patch Barracks, Building 2325 (DSN 430-7000, CIV 011-49-711-680-7000). In addition to a connection fee, the monthly fee is approximately 40 Deutsche Marks per month (approximately \$23.00). Armed Forces Radio and Television Services (AFRTS) is available with a satellite and AFN Decoder for those living off-post. The system can be leased or purchased through the PX Power Zone. For more information on AFN Decoders, visit the AAFES web site.

DRIVER'S LICENSE

Ensure that your stateside driver's license is current and not near expiration. The revised Status of Forces Agreement (SOFA) that went into effect in 1993, requires all U.S. personnel assigned to Germany to have **IN THEIR POSSESSION A VALID STATESIDE LICENSE IN ORDER TO BE ELIGIBLE FOR LICENSING AND TO OPERATE POVS IN USAREUR**. NOTE that some states allow a service member to have an expired license while on active duty. This is NOT considered a valid stateside driver's license in Europe. All personnel arriving without a valid stateside license will be required to attend driver training on the local economy at their own expense.

Within Germany, all service members and family members must obtain a USAREUR driver's license in order to legally operate a vehicle with USAREUR plates. International licenses are not sufficient. German law does not allow for youth under the age of 18 to drive while in Germany. For more information, see DRIVER'S LICENSE under the REGULATIONS Section.

ELECTRICITY

The electrical current in Europe is 220 volts, 50 cycles, compared to 110 volts and 60 cycles in the United States. You must use caution when using 110 volts, 60 cycle appliances here in Germany. For example, electrical clocks operate at 5/6th the normal speed. This means they lose ten minutes every hour. Most appliances with heating elements (toaster and irons) operate satisfactorily with a transformer. You may find it easier to use appliances that will not require a large transformer, such as a coffee maker or hair dryer, and purchase 220 or dual voltage appliances. These items are sold at the military exchange, or thrift shops and in some stores in the

states. Many of the on-post kitchens and bathrooms are equipped with some 110 outlets. For more information on transformers, see TRANSFORMERS in this Section.

FOOD STAMPS AND WIC

The Food Stamp program is not available overseas and there is not an equivalent program. Due to the changes recently enacted by Congress, it is expected that WIC will be available in the future.

FORCE PROTECTION

When you arrive in Stuttgart, you will be involved in the Force Protection program. Each tenant unit has a responsibility on a particular installation and this may include, but is not limited to, vehicle searches, roving patrols and building checks. Our host nation will provide us with assistance which may include K-9 support, traffic control, and German military personnel. YOU are the eyes and ears for the community. You should have a "blue tourist" passport in addition to your official passport. Your awareness is critical for noticing anything suspicious in your areas and reporting it to the Military Police. Any questions should be directed to the 6th Area Support Group Security Office at DSN: 421-2735.

GAS COUPONS/STATION

Gas for your vehicle is rationed in Germany. Depending upon the size of the engine, you will be authorized purchase of 200 or 400 liters per month. Your vehicle registration will contain your gas ration card. Gas coupons are sold for unleaded, super and diesel gas and can be purchased at the main PX or the Shoppette facilities. The coupons can be used in Germany at all participating ESSO stations and at the BP stations only on the Autobahn. Use of the coupons allows you to pay "post" prices for off-post gas.

There is one post gas station in the Stuttgart area and it is located on Kelley Barracks. This gas station accepts coupons, dollars, checks or credit cards. More information regarding gas coupons will be provided at the Newcomer's Briefing at initial in-processing through the Central Processing Facility.

HOUSING

Military service members are generally required to live on-post if quarters are available within 60 days of arrival. Some exceptions to policy may be approved, but it is at the total discretion of the

Housing Management Office. Many of the quarters in the Stuttgart area are undergoing renovation which has resulted in reduced availability of quarters. The average waiting time for quarters is 30 to 60 days. There is limited 2 bedroom housing available for federal civil service employees who meet certain criteria. Quarters for all service members in grades 05 and below are apartments in buildings known as "stairwells" and storage is limited.

Living off-post and setting up a household may be somewhat expensive. You are required to pay first and last month's rent, which in American dollars could range from \$3,000.00 to \$5,000.00. Housing is expensive in the Stuttgart area and renting on the German economy is different than in America. Kitchen cabinets, sinks, and stoves and most light fixtures are usually not included in an apartment/house, nor are there built-in closets. Neither on-post housing or homes on the economy have air conditioning or forced air heat. See HOUSING Section for more information, or visit the web site provided in the HOUSING Section.

MONEY

The German currency is the Deutsche Mark (DM). There are no restrictions on bringing Deutsche Marks or any other currency into Germany or taking them out of the country. It is recommended that all incoming personnel have some Deutsche Marks for incidental expenses, telephone calls, food, etc. Currency exchange rates change daily, for current rate exchange information, check with your local bank.

PRIVATELY OWNED VEHICLE INFORMATION

DOD Gen. 42A, AFP-75-52, NAVSUPPUB 590 (revised 1994), "Shipping Your POV" is a pamphlet provided by the transportation office and it covers general car shipping information. Your car has to pass an inspection for safety, condition, and reliability before it can be registered in Stuttgart (and annually thereafter). To make your transition smooth, it is recommended that any needed repairs be done prior to shipping your car to Germany. Repair labor and parts are very expensive, and parts may take a while to arrive in Germany, so it would be to your advantage to make all repairs stateside. Check for rust, torn fenders, chips, cracks or star fractures in the windshield, or any type of oil leaks, inoperative lights, horn, speedometer etc. Any of these can prevent your car from passing inspection. See VEHICLE REGISTRATION under the REGULATIONS Section for more information.

If your vehicle is financed, it is recommended you obtain a statement from the lending organization that either a) authorizes your vehicle to be out of the continental United States or b) acknowledges authorization is not required. This is to protect you in the event of the vehicle being involved in an accident while overseas. Vehicles that are leased are not to be removed from the continental United States without dealership approval.

SUPPLEMENTAL SECURITY INCOME (SSI)

Once you are overseas it is NOT possible to sign-up for Supplemental Security Income (SSI) and Supplemental Security Disability Income (SSDI) through the Social Security Administration. If you have a spouse or child with a disability it is essential that before coming overseas, you visit your local Social Security Office. It could make a significant difference in your family income.

TRANSFORMERS

Due to the difference in electricity, transformers are a way of life when living overseas. Transformers can be purchased new at the PX Sporting Goods Store located on Patch Barracks, Building 2333. Prices for new transformers range from \$26 for the 75W to \$185 for the 2000W. Used transformers can be purchased at the Thrift Shops. There are no organizations that lend transformers. Transformers need to be used with caution with careful attention to the wattage of the appliance(s) and the polarity of the outlet. The general rule of thumb is to multiply the voltage by the amps of the 110 appliance and add 50% to get the wattage of the transformer required. For more information on transformers, contact the Housing Office.

VALUE ADDED TAX (VAT)

In Germany, a 16% tax is added to almost all purchases and services. Some retailers accept a Value Added Tax (VAT) form which exempts military members and Americans working for the Department of Defense from paying most of this tax on amounts over 50 DM. These forms are "controlled" items and can be purchased for \$4.00 each (or 10/\$30) at the VAT Office, located on Patch Barracks, Building 2325 (DSN 430-4061, CIV 011-49-711-680-4061). More information on the use these forms will be provided at the Newcomer's Briefing at initial in-processing through the Central Processing Facility.

Must Know Items

--Installation--	
Site Name	Stuttgart
Last Updated	June 26, 2000
Country	Germany
County	
ZIP Code	09131
Service	USA
Host Command	USAREUR
Physical Size	0
--Phones--	
DSN Country Code	
DSN Number	430-7176
Commercial Country Code	011-49
Commercial Area Code	711
Commercial Number	680-7176
FAX DSN Country Code	
FAX DSN Number	430-5948
FAX Commercial Country Code	011-49
FAX Commercial Area Code	711
FAX Commercial Number	680-5948
--Official Mailing Address--	
Street Line 1	Army Community Service
Street Line 2	Unit 30401 Box 4010
City	APO
State/Territory	
ZIP Code	09131
--Deliverable Address--	
Street Line 1	ACS, Kurmacher Kaserne
Street Line 2	Gebaude 2307
City	Stuttgart
State/Territory	
ZIP Code	70567
E-Mail	buchers@6asg.army.mil

Geographically Separated or Satellite Locations

Garmisch, Oberammergau and Bad Aibling are a part of the 6th Area Support Group. All are within a 200 mile radius of Stuttgart.

Garmisch and Oberammergau are located in a scenic valley surrounded by the Bavarian Alps, at the foot of the Auzspitze, the tallest mountain in Germany. Garmisch is home to the George C.

Marshall European Center for Security Studies and an AST (Area Support Team) that supports the Center. The Garmisch housing area is on Breitenau Kaserne. The NATO school, whose mission is to inform and train national and international staff that support the alliance is located in Oberammergau, approximately 12 miles from Garmisch.

Bad Aibling Station, southeast of Munich has a mission to provide rapid radio relay and secure communications related to the defense of the United States and its NATO allies.

Geographically Separated or Satellite Locations

<i>Satellite</i>	<i>Command</i>	<i>Distance</i>	<i>Associated Site Name</i>
Bad Aibling	INSCOM	200	Stuttgart
Garmisch	6th ASG and NATO School	180	Stuttgart
Oberammergau	6th ASG & NATO School	150	Stuttgart

Nearby Installations (Listed Separately in SITES)

Heidelberg and Mannheim are also U.S. installations that are within a 2 hour drive from Stuttgart.

Nearby Installations (Listed Separately in SITES)

<i>State/Country</i>	<i>Site Name</i>	<i>Service</i>	<i>Distance</i>
Germany	Heidelberg	USA	60 miles
Germany	Mannheim	USA	75 miles

Regulations

For more information on this subject:
<http://www.aeaim.hqusareur.army.mil>

Most of the USAREUR Regulations are online at the web site provided. Here are some of the most important laws and regulations to keep in mind while in Germany:

PASS AND ID

Patch and Kelley Barracks and Panzer Kaserne are considered "closed" posts in that identification must be shown at the point of entry. Identification must be shown to use individual services.

VEHICLE REGISTRATION

In order to obtain USAREUR license plates from Vehicle Registration, you need to provide the following documents:

- Shipping document (DD Form 788)
- Double White Insurance Card (DWIC) - Ask your insurance carrier if they have sent this to you with your insurance papers. Some insurance companies may put it into a computer database and Vehicle Registration can then look it up on that database, but check with your carrier to make sure where the DWIC is. Make sure the following is correct on the DWIC: the chassis number, and the effective date is the date you want to pick up your USAREUR license plates (The DWIC can be up to 60 days old). Any deficiencies that are on the DWIC cannot be

corrected by the vehicle registration clerk. The only authorized person who can make these changes is your insurance agent.

c) Vehicle registration application form AE FM 190-1AA (obtained at the Vehicle Registration Office).

d) A valid ID card.

e) A valid USAREUR driver's license.

f) A German approved emergency kit and reflective warning triangle (it is German law that these are in your vehicle at all times). Both of these items can be purchased for about \$20 (total) at the Auto Parts store on Panzer Kaserne located next to Vehicle Registration.

g) Stateside registration and/or title.

h) \$15 check or money order (NO CASH).

For more information, please refer to USAREUR Regulation 190-1, Registering & Operating Privately Owned Vehicles in Germany at the web site provided.

DRIVER'S LICENSE

Study booklets may be obtained from the driver's testing office (Building 2318) or online at the web site provided. If you already have a valid stateside driver's license, then the USAREUR driver's license test consists of 1) a 20 minute 50 question international sign identification; and 2) a 100 question written rules (no time limit). Prior to initial testing an orientation is mandatory. Testing opportunities are given twice a week and each applicant must bring:

- A valid ID card

- b) A valid stateside driver's license
- c) Servicemember's local unit, unit address and phone number
- d) Personal mailing address
- e) \$10 check or money order (NO CASH)

The one week ITC portion of in-processing through the Central Processing Facility includes a USAREUR driver's license test for only those in that week's class. More information on taking the driver's test will be given at the NEWCOMER'S BRIEFING at initial in-processing.

Motorcycles: If you have a valid stateside license with motorcycle endorsement, you must pass a motorcycle driving test before being able to legally drive a motorcycle in Germany. If you do not have a motorcycle endorsement you can take a required course on the local economy at your expense. Motorcycle license testing is offered April through September only. Each applicant is required to bring:

- a) A valid stateside license with motorcycle endorsement
- b) A valid USAREUR POV license
- c) Motorcycle and Protective Headgear
- d) \$10 check or money order (NO CASH)

HOME ALONE POLICIES

"It is the responsibility of every parent and guardian in this community to provide a safe and healthy environment for children. Part of the 6th Area Support Group (ASG) role is to assist sponsors in fulfilling this important responsibility by providing facilities, services, and appropriate guidance for families. While all children should be supervised, different degrees of supervision are required, depending on the age and maturity level of the child. The guidelines below provide specific requirements:

- a) Never leave children five years of age or younger unsupervised or unattended. They should never be left unattended in a parked vehicle.
- b) Children between six and nine years of age should be closely monitored (within sight and/or sound) by a parent or responsible party both while in housing and in public areas, e.g., shopping areas, parking lots, etc. While going to and from school, supervised after-school activities, or Sunday School, this level of supervision may not be practical, however these children should still receive appropriate supervision while in transit to and from these activities.
- c) Children between 10 and 12 years of age may be left without direct supervision for reasonable periods of time; however, indirect supervision, such as

frequent call-ins by either parent or child, or occasional checks by adult neighbors or friends should be provided. These children should be carefully rehearsed in procedures to follow in the event of an emergency, e.g., how to contact the parents, Military Policy or Fire Department.

d) Children 13 years of age or older require varying degrees of supervision depending upon demonstrated maturity. Levels of self discipline and personal responsibility. Children under 16, however, should have adult supervision overnight.

e) Children with special physical, mental, and emotional needs must be supervised consistent with their developmental level.

f) "Children" are defined as those 17 years old and younger. "Parents" are defined as natural parents, step-parents, guardians, or sponsors of family members under 18 years. "Baby-sitters" are defined as responsible persons over 13 years of age, or a 12-year old who has completed the American Red Cross Baby-sitters course.

g) When direct parental supervision cannot be provided, alternative child care should be utilized, e.g., child development center (CDC), family child care (FCC), baby-sitter or adult friends or neighbors.

h) Violations of these guidelines could be an indication of child neglect and should be brought to the attention of the Military Police or the Social Work Services clinic.

i) These guidelines must be applied with common sense. Children need not be stifled to have appropriate limits and supervision as they grow and mature to assist them in developing responsibility and independence. Guidance on the degree of care and supervision required may be obtained from the Community Health Clinic, Child Development Services, the Community ACS Office, or Social Work Services."

CHILD RESTRAINTS

Children four (4) years old or younger who do not exceed 50 pounds must use U.S. or GE approved child safety seats. Children over four (4) years and in excess of 50 pounds and children under twelve (12) years must be seated in the rear seat of the vehicle with the seat belt fastened unless the rear seats are already occupied by children in that age group or the vehicle does not have a back seat. Children 12 and under or 4'9" tall or less, require an approved U.S. or GE car booster seat.

SEATBELTS

Seatbelts must be worn by all drivers and passengers while operating any vehicle on- or off-post. Pregnant

women must also wear belts at all times. If for any reason the seatbelt cannot be worn, a medical certificate must be presented.

HELMETS

Motorcycle helmets are required both on- and off-post. Bicycle helmets are required on-post, but not off-post.

MOTOR VEHICLES TINTED WINDOWS

USAREUR Regulation 190-1 states "Transparent of tinted (after-market) material attached to the rear or side windows to reduce glare will be of a professional nature and must not distort the drivers vision. When after-market material is used on the windshield, it may be placed on the top edge only, and will not extend more than 4 inches (100 mm) downward on a horizontal plane from the top where the windshield and care body connect." The complete regulation can be accessed at the web site provided.

MINIMUM VEHICLE INSURANCE COVERAGE

See AUTOMOBILE INSURANCE above in this Section.

BICYCLE REGISTRATION

Bicycles do not have to be registered.

PRIVATELY OWNED FIREARMS AND OTHER WEAPONS

As of March 31, 1999, the bilateral agreement authorizing USAREUR registration of privately owned firearms and weapons was terminated. It is anticipated the new agreement, when finalized, will include a thorough background check, testing, a large fee and justification for need for the weapon. It is unknown when this agreement will be finalized. Incoming personnel are strongly advised to contact the POV/Weapons Registration Office, located on Panzer Kaserne, Building 2930, DSN 431-2833, CIV 7031-15-930 prior to bringing any weapons to Germany.

BOAT REGISTRATION

Boats have to be registered with the German authorities. The boat trailer would be registered through vehicle registration.

RESTRICTED AREAS

While there are no restricted areas per se, current information is provided locally to alert residents of any areas of concern.

PETS

According to the 6th ASG Commander's Policy #10: Control of Pets and Designation of Pet Walking Areas:

- a) "Residents of military housing may have no more than two domestic pets, not including birds, guinea pigs, hamsters, etc. Pets must be controlled in such a manner that they do not become a public nuisance or menace. Excessive barking, defecating and urinating on playgrounds, lawns or paved areas is considered a nuisance and will not be tolerated.
- b) Dog owners will ensure their dogs are on a leash at all times while outside family quarters and under the supervision of an individual old enough to control them. Dogs will be walked in the designated pet walking areas. All fecal matter must be picked up and disposed of, to include the pet walking areas.
- c) Cat owners will ensure their pets are not causing noise or sanitation problems by controlling them as necessary."

SPEED LIMITS

There is a suggested Autobahn speed limit of 130 km/h (about 80 mp/h). Although there are stretches of the autobahn that have no speed limit, if you are involved in an accident in which you were driving faster than 130 km/h, you could be held responsible. In cities, towns, and villages the maximum speed is 50 km/h, (30 mp/h) unless the road signs indicate a higher or lower speed limit. In slow-traffic zones, now very common in residential areas and city centers, the maximum speed limit is 30 km/h (18 mp/h). Outside cities and villages the top speed limit is 100km/h (60 mp/h). The speed limit on all posts is 30 km/h (18 mp/h) and is strictly enforced.

Turning right at a red light is generally prohibited, unless a green arrow mounted next to the traffic light shows that it is permitted. When driving on the autobahn remember that the left lane is only for passing. Passing on the right or tailgating is forbidden. Using a horn, flashing lights, or using hand gestures is considered rude and can lead to large fines from the police. For more information on driving in Germany, consult the Driver's Manual.

ACCIDENTS

If you are ever involved in an accident, the German police are in charge. You must fill out a report on the accident for the military police. Contact the Military Police nearest your location. Remain at the scene and place your reflectorized warning triangle a sufficient distance away from the rear of the scene. Notify your insurance company even if you are not at fault. Refer to the Driver's Manual for more information when involved in an accident.

CRIME STOP

Crime exists in Germany just as in other countries. However, there are things you can do to protect yourself and your belongings. Stay alert and be aware of your surroundings, blend into your locale, use a hip pack or wallet instead of a purse. Utilize Operation Identification (USA plus SSN), to engrave identification information on your personal property. Local authorities, in conjunction with the Provost Marshal Office (PMO), will assist you in performing home security evaluations or wherever else needed.

Name: Driver's Testing Station #42
Address: Patch Barracks, Building 2318
Phone: CIV: 011-49-711-680-2318
DSN Phone: DSN: 430-2318

Name: Pass and ID
Address: Patch Barracks, Building 2307
Phone: CIV 011-49-711-680-4517

Name: Privately Owned Vehicle Registration
Address: Panzer Kaserne, Building 2930
Phone: CIV: 011-49-7031-15833
DSN Phone: DSN: 431-2833

Commonly Referenced Numbers

Contact the operator at DSN 430-113 or CIV 011-49-680-113.

Major Unit Listing

The following are major units (brigades, battalions, etc.) within the Stuttgart military community. Contact the operator, DSN 430-113, CIV 011-49-711-680-113 for contact numbers of organizations not listed here.

Major Unit Listing

<i>Unit</i>	<i>Command</i>	<i>Point of Contact</i>	<i>Commercial</i>	<i>DSN</i>	<i>Fax</i>
1/10th Special Forces Battalion, Panzer Kaserne		Commander	011-49-7031-15801	431-2801	
510th Personnel Service Battalion (AG), Panzer Kaserne		Commander	011-49-7031-15315	431-2315	
52nd Signal Battalion, Patch Barracks		Commander	011-49-711-680-8529	430-8529	
6th Area Support Group, Kelley Barracks		Command Group	011-49-711-729-2130	421-2130	
Defense Information Systems Agency (DISA), Patch Barracks		Personnel Branch	011-49-711-680-5215	430-5215	
Headquarters, United States European Command (EUCOM), Patch Barracks		Command Group	011-49-711-680-8472	430-8472	
Marine Forces Europe (MARFOREUR), Panzer Kaserne		Staff Secretary	011-49-7031-15-546	431-2546	
Special Operations Command (SOCEUR), Patch Barracks		Command Group	011-41-711-680-5268	430-5268	
Stuttgart Medical Treatment Facility		Receptionist	011-49-711-680-8610	430-8610	

Transportation

For more information on this subject:
<http://www.bahn.de>

MILITARY SHUTTLE BUS

The Stuttgart military community operates a shuttle bus service to and from Patch Barracks, Kelley Barracks, Panzer Kaserne, Robinson Barracks and the Stuttgart Army Airfield. A current bus schedule will be provided at the NEWCOMER'S BRIEFING

at initial in-processing at the Central Processing Facility. The bus schedule is also online at the 6th ASG website. The shuttle bus service is free to all DOD ID card holders.

TAXIS

There are two cab systems in Stuttgart; taxis and "cars". The taxis carry the taxi sign and the vehicles are all off-white in color. The other cab services cost a bit less, but you must always phone to order them - very much like a limousine service. Tips are

included in the taxi fare. You can either round off the fare to the next highest DM or add DM 1 to every DM 10 fare.

GERMAN BUSES, TROLLEYS AND SUBWAYS

The German public transportation system is excellent. The services run throughout the day and late into the night and are quite economical. The local community has numerous bus, trolley and subway lines that connect the outlying villages with downtown Stuttgart and with other villages. The connections are convenient and timely. All military installations have local transportation stops nearby. The Army Community Service Center offers a course, Stuttgart Newcomers Orientation (SNO) which includes instruction on using German transportation (see RELOCATION SERVICES Section).

GERMAN TRAIN SYSTEM (DEUTSCHE BAHN)

Taking the train is a fast and economical way of getting around Europe. The train gives you room to stretch, walk around, read or watch the scenery roll past. High speed trains like the ICE offer comfortable transportation at a cruising speed of up to 180 mph. If you want to see Europe, a rail pass will not only save time, but also money. The Hauptbahnhof is the main train station in Stuttgart and has personnel at the information desk who are very helpful and speak English. For more information visit the website listed.

STUTTGART INTERNATIONAL AIRPORT

Travel is available to any location around the world. Delta airlines offers a direct flight from/to Atlanta from/to Stuttgart International Airport.

SPACE-A TRAVEL

Command-sponsored family members of active-duty service members stationed outside the continental United States (OCONUS) are eligible for unaccompanied travel aboard any DOD owned or controlled (chartered) aircraft. Travel may be within the OCONUS area or between OCONUS and the U.S. (CONUS). The Stuttgart Army Airfield does not offer Space-A travel. Passenger terminals in Germany are located at Ramstein Air Base and Rhein Main Air Base.

CAR RENTALS

Car rentals are available on- and off-post. You must have a USAREUR driver's license in order to rent a car on post.

SATO

SATO is located on Patch Barracks, Building 2320 and is available for official and leisure travel. Assistance is given with tours, airline and hotel reservations and train tickets. For official travel: DSN 430-7171; for leisure travel: 011-49-711-687-7950.

Commissary and Exchange Operations

For more information on this subject:
<http://www.aafes.com>

Active duty military members and their family members assigned overseas, overseas ID-card holding civil service Americans, retirees visiting Germany MORE than 30 days (contact the Military Police customs office for the paperwork), and Guard/Reserve on active duty and annual training are authorized commissary and exchange privileges. Food Stamps are not available overseas. With the recent changes enacted by Congress, it is expected the WIC program will be offered in the future. Cigarettes, liquor and coffee are rationed items in Germany. You will receive a ration card from your unit after arrival.

All four locations, Patch, Kelley and Robinson Barracks and Panzer Kaserne, each have a commissary. At least one of the four commissaries is open each day of the week. Military in duty uniform have priority from 1130-1300 hours. Identification must be provided for all patrons age 10 and over. The Commissary at Patch Barracks has a "Kids Corner" where kids can watch TV while parents shop. There is a Deli and Bakery available at the commissary on Patch and Robinson Barracks.

A CX (combined commissary and exchange) is located on Robinson Barracks. The furniture store and toyland are located in the CX. The PX on Patch Barracks is unique for two reasons. First, it is the largest PX in the area and second, it is spread out over six buildings. The best way to find a specific item is to ask someone. It is recommended that you visit all the commissaries and PX's as different stores carry different items.

Patch and Kelley Barracks and Panzer Kaserne each have a separate Shoppette. Only the Shoppette on Patch Barracks is open 24 hours daily.

Anthony's Pizza, Baskin Robbins, Burger King and Taco Bell are located on Patch Barracks.

The Autocraft Center is located on Panzer Kaserne (DSN 431-2555; CIV 011-49-7031-15555), next to vehicle registration/inspection. The Center carries auto parts and has the ability to order auto parts (auto parts can also be ordered direct online at web site provided).

Military Clothing Sales is located on Panzer Kaserne (DSN 431-2761; CIV 011-49-7031-15761) and carries a limited amount of stock for all services. If an item is not carried, it can be ordered and received usually in 7-10 days.

Local Community

Local Community Overview

For more information on this subject:
<http://www.stgt.com>

The state of Baden-Wuerttemberg is an area of rolling hills and forests with a population nearing 10 million. In an area about the size of Switzerland, there are such landmarks as the Black Forest and the classical university towns of Heidelberg, Tübingen and Friburg. Stuttgart, the cultural and political capital of the state of Baden-Wuerttemberg, has some 600,000 people, and if adjoining suburbs are included, more than 1.5 million. It is perhaps best known as the manufacturing site of Mercedes and Porsche cars. Stuttgart certainly has several advantages over the "usual" large city. The first feature that unmistakably characterizes the city is its topography; unique in Central Europe and at the root of many characteristics which we describe as being "typically Stuttgart": forests, rolling hills and vineyards. It was the valley site which spurred Duke Luitolf to found his stud farm of "Stuten garten" here

in the first place. Around the year 950 AD, Duke Luitolf von Schwaben founded a stud farm (stutengarten) in the flat Nesenbach valley. From this developed a settlement and later a town, and the name "Stutkarten", which finally became Stuttgart, was first mentioned in a deed in 1229.

Stuttgart and its surrounding towns are filled with various shopping opportunities. There is a large shopping district in the center of town that features many shops, restaurants, pubs and bakeries. It even has some popular American stores, such as the Foot Locker and the Gap. Near Panzer Kaserne is a shopping mall similar to those in the states. The German store hours are much more limited than in the states however. Saturdays most stores stay open until 1400 hours and almost everything is closed on Sundays. You will however find restaurants, cafe's, some bakeries, gas stations and pharmacies open on Sundays. It is German culture that Sundays are for walking and talking with family and friends. In addition, you will want to carry a plastic or canvas bag with you when shopping as many stores do not give out plastic bags or may charge a small fee for a bag. Most villages and cities have a Marktplatz where fresh produce and flowers are sold.

Stuttgart takes pride in offering a wide variety of cultural events, festivals, traditional and international cuisine and outdoor recreation opportunities to include an 18 hole championship golf course. The USO, located on Patch Barracks, Building 2307, (DSN 430-8811; CIV 011-49-711-680-8811) offers many tours and other leisure opportunities in the area.

For more information, visit the website listed.

Time Zone Chart

Stuttgart is in the Central European Time Zone. Daylight Savings Time is observed the last Sunday in March through the last Sunday in October.

Time Zone Chart

<i>Location</i>	<i>Adjustment for GMT</i>
Pacific	-8
Mountain	-7
Central	-6
Eastern	-5
Greenwich (United Kingdom)	0
Central European (Germany)	1
East Asia (Japan)	9

Climate

For more information on this subject:
<http://www.weather.com>

Stuttgart's climate is characterized by its warm summers and mild winters. See WEATHER in the MUST KNOW ITEMS Section for more information.

Events Calendar

See OVERVIEW Section.

Cultural Attractions

See OVERVIEW Section.

Recreation Opportunities

See OVERVIEW Section.

Military Related and Civic Organizations

See OVERVIEW Section.

Shopping

See OVERVIEW Section.

State and Community Social Service Agencies

See SUPPORT SERVICES Section for more information.

Non-Profit Social Service Agencies

See SUPPORT SERVICES Section for more information.

Religious Activities

There are various English speaking religious services and activities off-post. Some of the denominations represented are: Latter Day Saints, Catholic, Protestant, Jewish, Greek Orthodox and Church of Christ. See CHAPEL SERVICES AND PROGRAMS in the SUPPORT SERVICES Section for more information on religious activities on-post.

Community Transportation

See TRANSPORTATION Section.

Education

Education Overview

There are four Department of Defense Schools (DoDDS) located in the Stuttgart area: Patch Elementary, Patch Middle/High School, Robinson Barracks Elementary and Boblingen Elementary. Each elementary school has Kindergarten through grade six. Seventh through grade twelve students "feed" collectively into Patch Middle/High School. Bus service is provided to DoDDS for those living off the post where the school is located and who are on an established bus route. Hot lunches are provided in all cafeterias.

There is an International School located in Stuttgart as well as many German public schools. Another option for education for children in the Stuttgart area is Home Schooling. There is a very active Home Schoolers Association which publishes a monthly newsletter and has group activities and support meetings. Contact the Stuttgart Area Home Schoolers Group Leader for more information: CIV 011-49-711-687-7448 or visit their website found in the Overview Section.

Beyond high school, Stuttgart offers an excellent opportunity for continuing your education while in Germany. Associate, Bachelor and Master Degree programs are offered from a variety of universities and colleges. When traditional programs do not fit into your schedule, video and distance education courses are offered.

A briefing by an Education Center Representative is part of the one week long Inprocessing Training Center in-processing offered at the Community Processing Facility. See REPORTING PROCEDURES in the MUST KNOW ITEMS Section for more information on the Central Processing Facility.

Name: Stuttgart Area Home Schoolers Group Leader
WWW Link: http://www.homeschool-stuttgart.de
Comments: Another option for education for children in the Stuttgart area is Home Schooling. There is a very active Home Schoolers Association which publishes a monthly newsletter and has group activities and support meetings. Contact the Stuttgart Area Home Schoolers Group Leader for more information: CIV 011-49-711-687-7448 or visit their website.

Public and DODDS Schools

See DoDDS Section in the MUST KNOW ITEMS Section for documents needed for registration.

Calendar for the 2000-2001 School Year:

Aug 28	Begin 1st Quarter - 1st Semester
Sep 04	Labor Day - Federal Holiday
Oct 09	Columbus Day - Federal Holiday
Nov 02	End of 1st Quarter
Nov 03	No school for students - teacher work day
Nov 10	Veterans Day - Federal Holiday
Nov 23-24	Thanksgiving Recess
Dec 18-Jan 2	Winter Recess
Jan 15	Martin Luther King Jr. Day - Federal Holiday
Jan 25	End of 2nd Quarter - 1st Semester
Jan 26	No school - teacher work day
Jan 29	Begin 3rd Quarter - 2nd Semester
Feb 19	President's Day - Federal Holiday
Apr 05	End of 3rd Quarter
Apr 06	No school - teacher work day
Apr 09-15	Spring Recess
May 28	Memorial Day - Federal Holiday
Jun 14	Summer Recess begins

Minimum Graduation Requirements for Classes of 2000, 2001: 22 Units

Subject Areas Units

Language Arts	4
Social Studies	3 (1 Unit US History/ Unit of US Government)
Mathematics	2 or 3*
Science	2 or 3* (2 labs are required)
Career/Vocation	1
Aesthetics	1
Physical Education	1
Health	1/2
Computer	1/2
Electives	6

*In addition to the minimum of 2 credits required in math and science, one additional unit of credit from either a math or science course must also be accomplished.

Minimum Graduation Requirements for Graduating Class of 2002 and beyond: 24 Units

The following is a brief description of the DoDDS available in Stuttgart:

Boblingen Elementary School (located on Panzer Kaserne) has approximately 185 students, one principal, one kindergarten teacher, two grade one teachers, and one teacher per grade level for grades two through six. Each class is self-contained and meets the needs for the assigned students. Specialists for Counseling, Art, Music, Physical Education, and Host Nation (a German language and culture class) are shared with Robinson Elementary on a three day rotation schedule. Each specialist class meets on their assigned day for a thirty-five minute period. Learning Impaired students under an IEP have a half-time teacher, who works with the student and the individual classroom teacher within the student's classroom. Boblingen Elementary follows the inclusion model, meaning students are seen in their classrooms and are not pulled out for services. Communication Impaired students follow the provisions as stated on their IEP's.

Patch Elementary School (located on Patch Barracks) offers classes Kindergarten through sixth grade and has 510 students. There are three half-day Kindergarten sessions, four, first and second grade classes, three each, third through fifth grades, and three sixth grade classes. Additionally, there are 18 students in two half day Pre-School Services for Children with Disabilities (PSCD) classes. PES has 22 classroom teachers, 13 Specialists (including Art, Music, Host Nation, PE, Counselor, Media Specialist, Nurse, LI, TAG, Instrumental Music, Speech and Behavior Management Specialist). Patch Elementary also has active PTO, Volunteer Program, School Advisory Committee, Mentor Program, School Improvement Leadership Team and School Home Partnership Initiatives. Special Education services provided at the school are for mildly learning impaired and speech/language disorders. The school does not presently provide services for serious physical or mental handicapping conditions. These services are provided at other locations in Germany. Coordination takes place through the EDIS.

Robinson Elementary School (located on Robinson Barracks) has approximately 330 students for grades Kindergarten through 6th. Kindergarten is a half-day session. There are 28 staff members, to include a Host Nation teacher, art and media specialist, physical education, music specialist and special education services. Guidance and counseling services, medical support to include occupational therapy, physical therapy and psychological services are also available. The national achievement test scores are above the national average and the school is accredited by the North Central Accreditation (NCA).

Patch Middle/High School offers grades seven through twelve, with a total of approximately 550 students. The Middle School, grades 7 and 8, are housed in a separate building. High School includes grades 9-12. The school mascot is the Patch Panthers. The school operates an AM/PM eight period block schedule. In addition to courses in Language Arts, Mathematics, Science, Social Studies, French, Spanish and German, there are a wide variety of other courses, which range from Junior ROTC to Driver's Education to Cooperative Work Experience. Advanced Placement courses are offered in US History, American Literature, German, Calculus and Computer Science. Extra-Curricular activities are conducted outside of class time. Organizations meet at lunch or after school. The list of activities includes a wide variety of sports, cheerleading, National Junior Honor Society, National Honor Society, Math Counts, Odyssey of the Mind, German Honor Society, Newspaper, Student Council, Yearbook, Future Business Leaders of America and Geography Bee. Grade point average is based on a 4 point system. An "A" is worth 4 points, a "B" is 3 points, etc. For each Honors or Advanced Placement course, add 1 additional point. Grades are based on a 10% grading system, i.e., A = 90-100, B = 80-89, etc. For FY 1997-1998, approximately 65% of the graduating class was bound for a four year college; 10% bound to a two year college, 10% to a vocational, technical, business school and 15% for employment or the Armed Forces.

For more specific information on any particular school, call the Administration Office number listed for that school (see Record Listing). Each school has its own detailed flyer available for potential students and their families.

Name: Boblingen Elementary School
Address: Located on Panzer Kaserne, Bldg 2918
Phone: DSN: 431-2715 CIV: 011-49-7031-15528

Name: Patch Elementary School
Address: Located on Patch Barracks, Bldg 2387
Phone: DSN: 430-5200 CIV: 011-49-711-680-5200

Name: Patch Middle/High School (grades 7-12)
Address: Located on Patch Barracks, Bldg 2388
Phone: DSN: 430-7191 CIV: 011-49-711-680-7191

Name: Robinson Elementary School
Address: Located on Robinson Barracks, Bldg 148
Phone: DSN: 420-7112 CIV: 011-49-711-819-7112

Private Schools

The International School in Stuttgart was founded in 1985 to serve the needs of the international community in the Stuttgart area. The school is a private, non-profit academic institution governed by a Board of Directors, who are elected by the membership of the association. The school offers a formal educational program in English for pre-K through grade 12. Tuition ranges from DM 6735-9750, depending on the grade of the child. In addition to the tuition, there is a one-time charge of DM 3350 for an entrance fee and a registration fee of DM 500. Contact the school for curriculum information and availability of tuition assistance.

Name: International School of Stuttgart
Address: Vaihinger Strasse 28
City: Stuttgart-Moehringen 7000
Phone: CIV: 011-49-711-718-9161

Colleges and Universities

The Education Center has various college and university representatives offering undergraduate and graduate programs. Tuition assistance is available for service members and family members on a limited basis. Contact the Education Center, located on Panzer Kaserne, Building 2948 (DSN 430-2506; CIV 011-49-7031-15506) for detailed educational opportunities in the Stuttgart and surrounding area.

Adult or Continuing Education

See OVERVIEW and COLLEGES AND UNIVERSITIES Sections.

Special Education

For children with educationally related disabilities, special education services are provided at all DoDDS schools. There is one pre-school at Patch Barracks serving all children ages 3 years to kindergarten who have special education needs. Please refer to the DoDDS Section above.

Name: Patch Middle/High School
Address: Counseling Office
Phone: DSN: 430-7223; 430-5348 CIV: 011-49-680-7223; 680-5348

Employment

Employment Overview

A major difficulty for families to overcome when relocating to the Stuttgart military community is the limited availability for employment for family members. While Stuttgart is located in a very large metropolitan area, it should be considered a small town when it comes to the number of jobs to be found in the American community. However, spouses should be encouraged to know that jobs can be found with preparation and persistence. It is recommended to plan for a period of unemployment lasting as much as six months. Just as in many other small towns, individuals with very specialized professions such as nurses, lawyers, teachers and accountants, etc., may not find employment in those professions.

Operating a Home-Based Business is a possibility for employment overseas. Businesses that provide services are permitted, but are subject to approval of the Area Support Group (ASG) Commander. There are several restrictions that apply to operating a home-based business. One type of business that is not allowed involves the sale of commercial items (i.e. Avon, Amway or Tupperware). If you have any additional questions regarding starting a Home-Based Business contact the Legal Service Center. The Army Community Service Center maintains a list of persons who have been approved by the commander to operate a Home-Based Business and those persons who would like to provide a service in a client's home (i.e. apartment/house cleaning, stairwell cleaning, tutoring, etc.) Referrals for these services are given out as requested.

Upon arrival in Stuttgart, the Federal employee who is on Leave Without Pay (LWOP) should contact one of the Staffing Specialists at the CPAC, located on Kelley Barracks, Building 3315 (DSN 421-2806; CIV 011-49-711-729-2541) office immediately for assistance in job placement. You must provide the staffing specialist with a copy of the USAREUR Resume 690-333A & B, a copy of your Notification of Personnel Action (SF-50) documenting your LWOP status, a copy of your latest Leave and Earnings Statement (LES) and your most recent

performance evaluation. Someone on LWOP should also visit CPAC and apply competitively for positions.

Tips for the overseas job seeker:

Budget for unemployment

Check professional licensing/certification requirements before leaving your present location
Obtain social security cards before leaving your present location

Current federal employees should check with the local CPO regarding priority placement and other benefits

Maintain a current listing of previous residences and dates to facilitate any background checks that may be required

Documents to hand carry:

College transcripts

Updated resume

Federal Employees:

-SF-50 which shows LWOP status

-SF-50 which shows Career status

-Latest LES

Special awards or honors

Names and numbers of at least 3 references

Volunteer portfolio

Letters of recommendation or appreciation

Federal Civilian Employment for Spouses

For more information on this subject:

<http://www.chrma.hqusareur.army.mil>

One possible arena in which to find employment is the federal civil service Appropriated Funds positions, commonly referred to as "GS" positions. These positions require application directly to the Civilian Personnel Operations Center in Seckenheim, Germany and preference may be available for military spouses and family members. Information about open positions and how to apply for them can be obtained online at the website provided. Family members can submit their resume to USAREUR's database prior to arrival in country. However, the self-nomination process for actual vacancies or for open continuous announcements should not be started until they are in country. It is recommended applicants download the Resumix Resume Job Kit from the website prior to submission of their resume. Any deviation from the procedures outlined in the job kit may cause the resume to be rejected. The Employment Readiness Program representative can be contacted at The Army Community Service Center

for more information DSN 430-7176, CIV 011-49-711-680-7176.

Another possible arena for spouse employment is federal Non-Appropriated Funds (NAF) jobs. These are typically found in the morale, welfare and recreation activities in the community. NAF facility managers have direct hiring ability and are the best source for information regarding these jobs.

See the GOVERNMENT EMPLOYMENT Section below for additional information.

Permanent Employment Resources

See the FEDERAL CIVILIAN EMPLOYMENT, PRIVATE SECTOR EMPLOYMENT AND GOVERNMENT EMPLOYMENT Sections for more details.

Temporary Employment Resources

See the FEDERAL CIVILIAN EMPLOYMENT, PRIVATE SECTOR EMPLOYMENT AND GOVERNMENT EMPLOYMENT Sections for more details.

Non-Paid or Volunteer Opportunities

See OVERVIEW Section.

Chambers of Commerce

Not applicable.

Private Sector Employment

Employment on the local economy is possible. However, for non-native Germans, it is very, very difficult to obtain. Getting a work permit is difficult for non-European Union citizens and brings with it other problems. We recommend consulting with the installation legal advisor before entering into a work agreement with a local German firm.

An additional potential source of employment in Europe is associated with the military's adult education program, namely, working directly or indirectly with the Education Centers. Colleges under contract with the Department of Defense offer courses almost everywhere overseas where Americans are stationed. These schools routinely recruit teachers in a variety of academic areas. A Master's Degree is required for most teaching jobs, but since this is not always the case, a Bachelor's Degree or, in vocational-technical areas, an Associate degree in the area to be taught could be sufficient. It is recommended that interested persons make contact

with the Education Center and with the colleges for more detailed information. In the Stuttgart area, such teaching opportunities are admittedly limited. Personnel willing to travel short distances to teach are encouraged to inquire.

The two banking establishments on post yet another opportunity for private sector employment. Contact the specific institutions for applications and openings (see BANKING in the MUST KNOW ITEMS Section).

Government Employment

Teachers that are interested in applying for employment with the Department of Defense Schools (DoDDS) should make inquiries to the school directly. Prior to leaving the states, you can contact the Recruitment Unit, 4040 N. Fairfax Drive, Arlington, VA 22203; phone 703-696-3068 to inquire about teaching opportunities in Stuttgart.

Employment opportunities are available with the Army & Air Force Exchange Service (AAFES). Applications for employment should be made directly to the administration offices located on Kelley Barracks, Building 3312, DSN 421-2644; CIV 011-49-711-729-2644.

Independent contractors also provide employment opportunities. While most contractors in the community are looking for high-tech telecommunications and computer specialists, opportunities exist for a wide variety of candidates. Contract employment is available with major corporations through direct hire for extended periods. Each contractor is responsible for advertising and hiring of employees; there is not a central administrative contracting office for these positions.

Professional or Occupational Licensing

Please check with your professional organization before leaving the United States to find out about certification and/or licensing procedures while you are residing in Germany. Several professional organizations have European Branches that enable you to participate in networking opportunities, conferences, and continuing education. The following professionals are highly encouraged to check with their professional licensing/certification organization to find out about membership in their European Branches:

- * Nursing
- * Counseling & Psychology
- * Social Work

- * Education
- * Occupational & Physical Therapy

Networking Opportunities

Contact the Installation Volunteer Coordinator and the Employment Readiness Program Manager at The Army Community Service Center to learn of networking opportunities in the area.

Medical And Dental

Medical and Dental Overview

A briefing by representatives of the Health Clinic and Dental Clinic are part of initial in-processing through the Central Processing Facility. At that time each representative will collect all files for the service member and family members, initiate enrollment for Tri-Care Europe and provide orientation to receive authorization of over the counter medications. Both the Health Clinic and Dental Clinic are located on Patch Barracks.

The Health Clinic is not equipped for emergency response, i.e., no ambulance is available and limited medical services are offered. Medical and dental services at the clinic are available free of charge to active duty service members and their command-sponsored family members. Health Clinic services are available for a fee for retirees, civilians and contractors. Retirees are seen at the Dental Clinic on a space available basis and civilians and contractors are seen on an emergency basis only.

U.S. Army Hospital Heidelberg is located approximately 2 hours north of Stuttgart. It is a small community hospital available for limited specialty care by referral from the Stuttgart Health Clinic. Heidelberg Hospital is also available by toll-free telephone for medical advice when the Stuttgart Health Clinic is not open for patient care. The Stuttgart Health Clinic may also make referrals to the

military medical facility at Landstuhl, located approximately 3 hours from Stuttgart.

There may be occasions when you might need to use the German health care system, i.e., emergency medical care, specialty care by referral from a Stuttgart Health Clinic physician. The German health care system is a quality system with highly trained providers. We have established relationships with a select group of providers in the area who have had their credentials verified and have agreed to file CHAMPUS claims on behalf of our patients. All obstetric care is provided in Stuttgart by a German obstetrician. The Army Community Service Center has joined with the Health Clinic to offer a class on using the German obstetric system. In addition, a tour of the four local hospitals used by the Stuttgart Military Community is offered during in-processing.

Although most medical specialties you will need are available in the community, some sup-specialty care may not be available. The 86th Aeromedical Evacuation Squadron at Ramstein Air Base (approximately 2 hours from Stuttgart) serves as the principal hub for aeromedical evacuation in Europe. In addition, there are regularly scheduled flights to Andrews Air Force Base in Maryland from Ramstein for patients requiring care in the United States. All aeromedical requirements will be arranged through the Stuttgart Health Clinic.

Medical Services/Directory - on Installation

The following limited medical services are available at the Stuttgart Health Clinic on Patch Barracks:

Allergy/Immunization	Family Practice
Optometry	Pharmacy
Laboratory	Flight Medicine
Pediatrics	Physical Therapy
Minor Surgery	Dietary Counseling
Radiology	Dermatology
Well woman/well baby	Limited Orthopedics

Medical Services/Directory - on Installation

<i>Clinic</i>	<i>POC</i>	<i>Number</i>
Stuttgart Health Clinic		DSN: 430-8610 CIV 011-49-680-8610

Health Benefits Advisor, Wellness, and CHAMPUS/TRICARE Programs

The following is some basic information about TRICARE Europe and specifics regarding the medical and dental capabilities in the Stuttgart area.

TRICARE EUROPE PRIME - TRICARE Europe program is modeled on the TRICARE program in the United States but provides some added services unique to the overseas environment. When you arrive in Europe, you will enroll and your accompanying family members will be offered the option of enrolling in TRICARE Europe Prime.

The benefits include:

Continuity of Care - You will be assigned to a Primary Care Manager (an individual or team of providers) who will be responsible for coordinating all of your health care needs.

Access - There are published access to care standards to ensure that you receive quality, timely care.

Lower Costs - There are no deductibles and no cost shares for AUTHORIZED medical care delivered by host-nation providers in Europe for active duty family members.

Comprehensive Coverage - In addition, you will enjoy the stateside TRICARE Prime benefit if you are traveling in the United States and need to receive medical care.

TRICARE EUROPE STANDARD - This option is available and represents what was formerly the basic CHAMPUS benefit. By declining enrollment in TRICARE Europe Prime, your family members will incur costs for civilian care.

TRICARE Service Centers. Located on Patch Barracks, Building 2300, DSN 430-8638; CIV 011-49-711-680-8638. Services are provided for you to access necessary information about medical care in Europe and in CONUS. Some of the special services

available to you through the TRICARE Service Centers in Europe include:

Patient Liaisons - Bilingual staff who will assist you in making appointments with host-nation providers and facilitate your care in civilian hospitals should you be admitted.

Preferred Provider Networks - There are special relationships and agreements with select providers in Germany (and elsewhere) who agree to see U.S. personnel and families and also agree to file the TRICARE/CHAMPUS claims for you.

TRICARE/CHAMPUS Assistance - Offers assistance with filing claims and coverage available.

Community Hospitals

There are 27 German civilian hospitals in the Stuttgart area. Four of these hospitals are primarily used by the Stuttgart military community:

Boblingen Krankenhaus is located approximately 2 miles from Panzer Kaserne and has facilities to treat adults, children and a neonatal unit.

Sindelfingen Krankenhaus is located approximately 6 miles from both Patch Barracks and Panzer Kaserne and provides care to adults.

Olga Kinderkrankenhaus is located in downtown Stuttgart and provides a full-range of medical treatment and services for children up to the age of 18 years.

Robert Bosch Krankenhaus is located approximately 2 miles from Robinson Barracks and provides care to adults.

Dental Services/Directory - on Installation

Family members can expect to receive preventive, restorative, and essential specialty dental care required to maintain good oral health for the duration of your assignment in Stuttgart. Family members need to have a record on file to make an appointment. Routine exam appointments will be made before starting any routine treatment. Children under 12 years of age are not allowed in the clinic unless they are being treated.

Dental Services/Directory - on Installation

<i>Clinic</i>	<i>POC</i>	<i>Number</i>
Dental Clinic		DSN: 430-8626; CIV 011-49-680-8627

Family Member Dental Plan

Information on the Family Member Dental Plan will be provided at in-processing.

The TRICARE Family Member Dental Plan (TFMDP) is a comprehensive and affordable dental plan available to eligible spouses and children of active duty Uniformed Service members. The TFMDP has cost shares, benefit maximums and

coverage limitations similar to typical group dental insurance plans. To be eligible for TFMDP enrollment, sponsors must intend to remain on active duty for at least 24 months and this commitment must be confirmed by their parent Uniformed Service. Enrollment and/or changes to enrollment can be accomplished by filling out a DD Form 2494 or 2494-1 at the sponsor's servicing personnel office. Please read these forms carefully as they provide detailed information on enrollment options, limitations and when TFMDP coverage begins. Upon enrollment, the sponsor must pay the monthly premium through their Uniformed Services payroll account - the Government pays 60% of monthly premiums. Before providing care to family members, some dental providers may ask to see a copy of the sponsor's Leave and Earnings Statement showing the dental plan payroll deduction. Coverage is worldwide and portable between assignments. United Concordia Companies, Inc. (UCCI) administers the TFMDP. Detailed TFMDP coverage and enrollment information can be found in the TFMDP benefit booklet. For more information about the program, visit UCCI's web site or contact them at 1-800-866-8499 for information on the TFMDP in the United States, Canada, Guam, Puerto Rico and the U.S. Virgin Islands, or 1-717-975-5017 (toll call) for information on the TFMDP in all other locations. In overseas locations, enrolled sponsors and family members must contact their servicing overseas dental treatment facility and/or Overseas Lead Agent before seeking treatment from host-nation dental providers, except for emergency care.

Housing

Housing Overview

For more information on this subject:
<http://www.dpw.6asg.army.mil>

Stuttgart housing is very different from government housing in the U.S. If this is your first assignment to Stuttgart or if you have not been here since 1988, you should read this information very carefully. For complete information on housing in the Stuttgart area, visit the website provided.

On-post housing in the Stuttgart area is located on the four areas of Patch, Kelley, Robinson Barracks and Panzer Kaserne. Patch Barracks and Robinson Barracks are the two largest areas with approximately 60% of total housing assets. Except for Senior Grade Officers Quarters, all the housing units located in Stuttgart are in stairwell buildings. Each stairwell building has a shared washer/dryer area. Some of the

housing in the Stuttgart area is undergoing renovation. The renovations include the addition of a half bath and a washer/dryer area within the apartment. The housing units are relatively small in size and one should consider permanent storage of larger items. Most units have storage cages and enclosed storage rooms within the building where small items such as bicycles, sleds, and seasonal items may be kept. Each set of quarters has an assigned uncovered parking space.

Service members should not bring their family members without first contacting the housing office to determine waiting periods for on-post housing.

There is a limited number of on-post senior bachelor enlisted quarters (SBEQs) for single E-7 s and above. Single service members in grades of E-6 and below must reside in barracks. Subject to availability, personnel in the grade of E-6 may reside in SBEQs.

Off-post housing for 3 bedroom or larger apartments is very limited and very expensive. As a reminder, the Stuttgart housing office is the only entity authorized to approve off-post housing.

The Furnishings Management Office, DSN 430-5240; CIV 011-49-711-680-5240 carries a wide variety of furniture to loan on a temporary basis. Servicemembers and DOD civilian personnel authorized to ship their Full Joint Travel Regulations (JFTR) weight allowance may be provided temporary furniture (loaner sets) while household goods (HHG) are in- or outbound. Service members traveling with Limited JFTR weight allowance may be provided full government furniture support. Personnel traveling under Elective JFTR weight allowance policy will be provided furnishings support if stock permits, but not more than authorized allowance. The maximum time for use of a loaner set is usually 90 days for inbound and 60 days for outbound personnel. This period may be extended if inbound shipments are delayed beyond 90 days. Eligible personnel, living in private rental housing will be provided appliances, such as: range, refrigerator, washer, dryer, and furniture such as kitchen cabinets and wardrobe, for their entire tour in Stuttgart.

Housing Allowances

For more information on this subject:
<http://www.dtic.mil/perdiem/oscola.html>

If off-post housing is approved, an Overseas Housing Allowance (OHA) is authorized. Note that OHA is only for the amount required to fulfill the rental

contract approved by housing, i.e., if your rental costs are less than the total amount authorized for your grade, you are not paid the difference. If your rental costs are more than the total amount authorized for your grade you are responsible for paying the

difference. The OHA rates are based on grade and are subject to change. For current rate information, visit the website provided. The location code for Stuttgart is GM055.

Housing Allowances

Housing allowance information is available from the Per Diem, Travel and Transportation Allowance Committee's Web Site:	
Rates and Allowances Home Page	http://www.dtic.mil/perdiem/rateinfo.html
Basic Allowance for Housing	http://www.dtic.mil/perdiem/bah.html
Overseas Housing Allowance	http://www.dtic.mil/perdiem/allooha.html

Government Housing

For more information on this subject:
<http://www.dpw.6asg.army.mil>

Upon arrival in Stuttgart you will visit the Housing office after initial in-processing (see REPORTING PROCEDURES in the MUST KNOW ITEMS Section).

Eligibility: The following personnel are eligible for on-post housing in Stuttgart:

1. Military personnel with command sponsored family members.
2. Foreign military personnel - only with permission from the Commander in Chief.
3. Dual military couples who are registered in the military couples program.
4. Single (medically certified) pregnant service members may apply for housing in the sixth month of pregnancy.
5. Civilians meeting certain criteria may apply for excess 2 bedroom units. LQA recipients have priority over all others.

Bedroom Eligibility: The following is an explanation of the number of bedrooms each family is eligible for:

1. Senior Grade Officers (SGO) and above, including in-bound personnel on promotion lists to these grades, will not be assigned involuntarily to housing units with fewer than four bedrooms.
2. Field Grade Officers (FGO) and Senior Enlisted (SRNCO) personnel (E-8 and E-9) and WO 4 & 5, including in-bound personnel on promotion lists to these grades, will not be assigned involuntarily to housing units with fewer than three bedrooms.

3. FGOs and SEs may elect to voluntarily apply and compete for two bedroom units in their grade category. The assignment will be considered permanent, unless family composition changes which would authorize an increase in bedroom requirement. If family composition changes, a new application must be submitted to the Housing Office.

4. For other personnel, minimum bedroom authorizations will be determined based on family size and composition according to 6th ASG Reg. 210-1, para 2-6 e(4c) (Same gender children share a room up to eight years of age, opposite sex can share a room until six years of age - No more than two persons may share a room in any case).

Quarters available include two, three and four bedrooms. There are a very limited number of five bedroom units for very large families. Field grade, company grade, senior and junior enlisted housing is in multifamily apartment buildings locally known as "stairwells". Normally six to eight families share a common stairwell entrance and outdoor area. Apartments have limited space for large furniture. For example, most bedrooms have closets across two walls and windows on a third wall which makes arranging bedroom furniture very difficult, especially if you have a king size bed, triple dresser, large chest of drawers and/or a wardrobe. Most apartments have a living room/dining room combination, some have a built-in china cabinet and window opening from the kitchen to the dining area. Kitchens are generally very small with no room for a kitchen table. It is recommended not to bring large bulky furniture to these small stairwell apartments. Do not expect to be overhoused with extra bedrooms in Stuttgart. On-post housing is in various states of renovation. Some quarters are equipped with dishwashers and all have access to a washer and dryer. None of the quarters have air conditioning or garbage disposals and many do not contain 110 outlets. To view floor plans, visit the website provided.

GOVERNMENT STORAGE IS NOT AVAILABLE NOR ARE THERE ANY MINI-WAREHOUSES TO RENT. Storage space is generally limited to a small wire cage or storage room in the basement of the apartment building. Some buildings have enclosed storage rooms in the attic or basement. Where there are enough, each apartment has an enclosed storage room assigned. The storage room is approximately 4.5 X 10 ft. large. Where there are a limited number, they are assigned from a waiting list based on date of assignment to the building. Some buildings allow/require occupants to share storage rooms. Therefore, you may not get a storage area at first.

You can expect a delay in receiving permanent quarters. For current waiting periods, visit the website provided. There are no specific LOCATION waiting lists, only one waiting list for four housing areas. Therefore, a person cannot request a waiting list for a particular housing area. When there is a waiting list, apartments are offered to the first person on the waiting list the day the unit is ready for occupancy. Should the service member be TDY/TAD, this offer may be made to the spouse. The spouse must make a decision within one working day of notification. If the spouse declines to make a decision on an offer, the offer will be withdrawn and the sponsor will retain placement on the waiting list for the duration of the TDY/TAD. No other offers for quarters will be made to that family until the sponsor returns from TDY/TAD.

BONAFIDE BACHELORS (those drawing without dependent rate BAQ) in grades E-7 and above are authorized to live off post. For those desiring to live on post, BOQs/SEQs are located on Robinson Barracks.

PLEASE REFERENCE THE "RELOCATION SERVICES, HOUSEHOLD GOODS OUT-BOUND" SECTION FOR INFORMATION ON WHAT TO BRING AND WHAT NOT TO BRING ON THE STUTTGART AREA.

Name: Housing Office
Address: Customer Service Representative
Phone: CIV: 011-49-711-680-4520
FAX: CIV: 011-49-711-680-8174
DSN Phone: 430-4520
DSN FAX: 430-8174
Proximity to site: Located on Patch Barracks, Bldg 2318

Community Housing

Houses and apartments in Germany are built a little differently than the houses and apartments in the U.S. German houses rarely have built in closets, and storage space in a German apartment is very limited. Kitchens are small and often not equipped with cabinets. Many times, new occupants must purchase kitchen cabinets, light fixtures and appliances from the former tenant or must purchase items new to furnish the kitchen. The installation Housing Office has a Furnishings Office, which can provide kitchen cabinets, appliances, and closets for free. They also can provide furniture temporarily while you wait for your household goods to arrive. It is recommended that you do not ship your large appliances (washers, dryers, range). Many times the electrical current is too strong to use a transformer (if you live on the economy, 110v is not available). The Housing Office has counselors available to provide limited assistance with the off-post housing search. The Housing office is the only entity authorized to approve off-post housing and the counselors will assist you with lease and inspection requirements.

Utilities

For more information on this subject:
<http://www.dpw.6asg.army.mil>

Utilities are expensive in Germany. When living off-post you are authorized an allowance to assist in payment of monthly utilities in addition to VHA. For current utility authorization, visit the website provided. The 16% tax is included in your bill and Stuttgart area utility companies may NOT accept the Value Added Tax (VAT) forms. Depending upon the situation, deposits may be required.

Telephone costs include an initial connection charge, a monthly rate plus charges for local and long distance calls. You can choose from a variety of long distance service providers available to meet your needs. More information on telephone usage will be provided at the Newcomer's Briefing at initial in-processing through the Central Processing Facility.

Relocation Services

Relocation Services Overview

For more information on this subject:
<http://www.escapeartist.com/germany/germany.htm>

An overseas assignment presents a golden opportunity to visit places you have dreamed about, cultivate international friendships, and buy unusual

items at an affordable price. An overseas tour also creates culture shock, a phenomenon that occurs when you enter another culture. How you handle this introductory state may very well set the tone for your entire tour, and almost certainly set your attitude. Being prepared and knowing what to expect is simply the best way to transition in any move -- especially a move to an overseas location.

One of the best ways to help you be prepared is to request a sponsor. This can be accomplished by completing DA Form 5434 (service members and civilians). This form is available at your current location and its purpose is to transmit sponsorship requirements to the gaining command. A sponsor can provide assistance to ensure your move goes smoothly. The Relocation Readiness Program at your current location and new location are valuable resources to get you the information you need before and after your move. Other resources helpful with the relocation process are available on the Internet (see your local Relocation Readiness Program Manager).

Relocation Assistance

For more information on this subject:
<http://www.stuttgart.army.mil/acs>

It is the mission of the Relocation Readiness Program to ensure that service and family members are prepared to cope with stressors and problems they may encounter throughout the tour cycle of their mobile military lifestyle. We try to accomplish this by providing the right information at the right time, counseling people on the emotional impact of moves, and educating the public to manage and plan for military relocation. The Relocation Readiness Program provides guidance with the relocation process, whether inbound or outbound. The following are some programs offered in the Stuttgart area:

SNO: Stuttgart Newcomers Orientation (SNO) is a five day orientation to the Stuttgart Military Community. The course covers briefings by support services representatives, German language, customs, courtesies, food; a walking tour of Stuttgart that includes learning how to use the public transportation system, a tour of a local attractions. Child care is provided at the Child Development Center for children 6 weeks-Kindergarten. Space is limited and reservations are required.

German Language Classes: Beginning and advanced evening classes are offered free of charge.

Lending Closet: This program is available for both incoming and outgoing personnel. Essential items available to check out for up to 60 days include: 2, 4 or 6 person dish kits (includes pots and pans), coffee makers, toasters, irons, ironing boards, porta-cribs, infant/child seats, high chairs, strollers and vacuums. Note that linens, blankets, towels, transformers or other small appliances are not available. In order to check out items, a copy of your orders are required.

English as a Second Language Classes: Offered free of charge.

In Transit Emergencies

If an emergency should occur while you are in transit to Stuttgart, contact your nearest military installation. If there is no military installation in the area, contact the American Red Cross, a hospital or local auto club, depending on the nature of the emergency. Make sure you have your sponsor's name and contact number with you as you travel as well as the Stuttgart military community telephone operator: 011-49-711-680-130 and the Military Police desk, 011-49-711-680-5262.

Financial Preparedness

For more information on this subject:
<http://www.stuttgart.army.mil/acs>

Consumer and financial assistance is available through the Consumer and Financial Readiness Program at The Army Community Service Center. Make sure you plan for your move! Moving can be very expensive, especially to an overseas location. It is recommended you contact your local Community Family Support Center/ACS as soon as possible to request assistance in the development of a relocation budget.

Exceptional Family Member Program (EFMP)

For more information on this subject:
<http://www.hqusareur.army.mil>

This program is a mandatory enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated medical, educational, housing, community support and personnel services to families with special needs. This program is for a family member, child or adult, with certain physical, emotional, developmental, or intellectual disability that requires special treatment, therapy, education, training or counseling.

Exceptional Family Member Service (EFMS) has had a name change. EFMS is now called Educational and Developmental Intervention Services (EDIS). The mission remains the same and services provided include Developmental Pediatrics, Occupational Therapy, Psychology, Speech/Language Pathology, Audiology, Social Work and Counseling.

EDIS is located on Panzer Kaserne next to the Social Work Services, Building 2996, DSN 431-2697; CIV 011-49-7031-15697. For more information consult USAREUR Pamphlet 608-75 at the website provided.

Household Goods In-Bound Shipments

A briefing by a Transportation Representative is part of the initial in-processing at the Central Inprocessing Facility. At that time you will learn the status of any goods you shipped to Stuttgart.

Household Goods Out-Bound Shipments

Immediately after receiving your orders to Stuttgart, contact your local Transportation Office to make arrangements for shipment. Plan ahead, be sure that the dates you are requesting are the dates you want.

Try and estimate the weight of your shipment accurately. This will insure you get the correct number of days needed for packing and loading. To estimate, you can prepare a DD Form 1701 or use a standard 1,000 lbs. per room. For more information, see BEFORE YOU MOVE in the SURVIVAL TIPS FOR FIRST TERMERS Section.

Temporary furnishings are available for use until personal goods are delivered. The following are suggestions of what to bring to the Stuttgart area:

Hold Baggage/Unaccompanied Baggage:

Hold Baggage or Unaccompanied Baggage includes the things you need when you first arrive. These are sent as a separate shipment from your household goods and should be coordinated to arrive close to your arrival. A shipment of Hold Baggage to Stuttgart is recommended due to the expected delay in securing permanent housing and should include clothing items for more than one season. For example if your report date is in July or August, this means you could still be living in a hotel or temporary housing when winter begins so you need to make sure you have brought not only summer clothing but also winter items. If your report date is late February or March, you will need both winter and summer clothing. Check with your local

transportation office on receiving authorization to mail packages with some items to the area.

Linen/blankets/pillows: The loan closet does not carry these items. It is recommended you mail these items in a package addressed to your new mailing address or to your sponsor.

Basic household supplies: Such as a broom, dust pan, mop, some basic tools, etc.

Child supplies: Toys, books, etc..

Things for you: Books, bikes, sports equipment.

Clothes: All Military uniform items, as well as this and next season's personal clothes.

Baby Furniture: Crib, playpen, stroller, etc. (high-chairs, port-a-cribs, strollers and car seats are available from the Lending Closet for a short period).

Telephone/Answering Machine: An American phone with a cord can be used in Germany with a telephone jack adapter and the answering machine will require the use of a transformer. Remember to not bring a cordless phone, cell phone or baby monitor on the 900 mhz.

Items to include in your household good shipment:

Lamps: American lamps will work in Germany with an adapter and German lightbulb (lightbulbs are available through self-help).

Rugs: Bring any that you think you might need. The Quartermaster can issue you two room-sized rugs. On post housing does not have any rugs installed and very few German homes include rugs.

Sewing Machine: It will work fine with a small transformer that you can buy here.

Decorative Items: Bring any items that make your house your home, such as knickknacks, pictures, etc.

Catalogs: Bring your favorite catalogs.

Television set: You can bring your stateside TV here and it will pick up Armed Forces TV. If you want to watch German TV then you will need to either buy a German TV or a dual American/German TV which are available at the Post Exchange.

Computer: Your computer will work fine with a transformer and a variety of Internet Service providers are available.

Bicycles, sleds, etc.

DO NOT BRING:

Dishwashers

Washer/Dryer

Waterbeds

Cordless phones, cell phones or baby monitors on the 900 mhz

Lawn furniture/gardening items: The self-help store (S.H.I.P.) can provide any garden tools you need.

Household Goods Claims

If you discover loss or damage, upon delivery, you are required to list the loss or damage on the "Joint Statement of Loss or Damage at Delivery" - DD Form 1840. The carrier, or their representative, will provide the form at the time of delivery. This form will be completed by you and the carrier at the time of delivery. DD Form 1840 serves as both a notice to the carrier of loss or damage, and as a receipt of delivery.

If later you discover additional loss or damage not listed on the DD Form 1840, you will need to list that damage on the back of the original DD Form 1840 (which is the 1840R). You will have up to 70 days from delivery to inspect your property and record all loss and damage. If there is any loss or damage the DD Form 1840/1840R must be delivered to the

claims office no later than 70 days from delivery. Failure to list all losses or deliver the form in time may result in a reduction of the amount payable on your claim. You will then have up to two years to file the actual claim against the government.

After you file the claim you must allow both the government and the carrier to inspect the damage if they request to do so. Do not dispose of any damaged goods until such an inspection has occurred. In the case of mildew or smoke damage, you may be required to keep the article until the claim has been settled. A Transportation briefing is part of the initial in-processing through the Central Processing Facility and the representative can answer any questions you may have.

Household Goods Weight Allowances

This is a full Joint Travel Regulation (JFTR) shipment area. Personnel are authorized to ship their full weight allowance. Please note that while you are authorized full JTR, it may not be wise to ship everything you own, due to the limited living and storage areas. Each pay grade has its own maximum weight allowance, which is the maximum weight that can be moved at government expense. This allowance includes the weight of all household goods shipped, placed in storage, or sent as unaccompanied baggage. Anything exceeding the maximum weight allowance must be paid by the service member. All shipments can be re-weighed before destination delivery and can be coordinated with the local destination transportation office.

The weights below includes shipments to and from CONUS. Some exceptions exist, so see your local transportation office.

Household Goods Weight Allowances

<i>Grade</i>	<i>Allowance w/Dependents</i>	<i>Allowance wo/Dependents</i>
E1	5,000 lbs	1,500 lbs
E2	5,000 lbs	1,500 lbs
E3	5,000 lbs	2,000 lbs
E4	3,500-7,000 lbs	7,000-8,000 lbs
E5	9,000 lbs	7,000 lbs
E6	11,000 lbs	8,000 lbs
E7	12,500 lbs	10,000 lbs
E8	13,500 lbs	11,000 lbs
E9	14,500 lbs	12,000 lbs
W-1	12,000 lbs	10,000 lbs
W-2	13,500 lbs	12,500 lbs
W-3	14,500 lbs	13,000 lbs
W-4	17,000 lbs	14,000 lbs
O-1	12,000 lbs	10,000 lbs
O-2	13,500 lbs	12,500 lbs
O-3	14,500 lbs	13,000 lbs
O-4	17,000 lbs	14,000 lbs
O-5	17,500 lbs	16,000 lbs
O-6+	18,000 lbs	18,000 lbs

POV In-Bound Shipments

You may be authorized the shipment of one POV to and/or from Stuttgart. Most vehicles are shipped to Bremerhaven and transported to Stuttgart. See POV REGISTRATION in the MUST KNOW ITEMS Section for more information.

POV Out-Bound Shipments

Be sure the POV is in a safe and operable condition when it is turned into the port. Failure to do so may be cause for the terminal commander to refuse your POV for shipment. Be sure the POV meets all emission control and safety standards. Be sure the POV has no more than a quarter tank of gas in it when dropped off at the port. A POV with a diesel engine may be shipped with the fuel tank three quarters full. All exterior surfaces, including the undercarriage, must be clean and free of soil and other foreign matter. You may also want to consider rust protection and undercoating prior to shipment. You must ensure that only authorized personal articles remain in you POV when it is turned in for processing. Only the following items may remain: normal vehicular tools, such as jacks, jumper cables, and warning triangles, and one spare tire. However, the government is not liable for replacement of any items which may be stolen. See PRIVATELY OWNED VEHICLE INFORMATION in the MUST KNOW ITEMS Section for more information.

POV Claims

To process a damage claim you will need the original shipping documents (DD Form 788) from where you shipped and received vehicle showing damage. Contact the Legal Service Center Claims Office for any other documentation needed to process your claim.

Pet Boarding/Kennels

PLEASE MAKE PET ARRANGEMENTS BEFORE YOU LEAVE THE U.S. ASK YOUR SPONSOR FOR ASSISTANCE. Hotels on-post do NOT accept pets, however many German hotels allow pets. There are a few kennels available in the area, contact Veterinary Services, located on Panzer Kaserne, Building 2996, DSN 431-2681; CIV 011-49-7031-15681 for more information.

Pet Licensing

As soon as you arrive in Stuttgart, you need to register your pet with the Stuttgart military Veterinary Services Office. This needs to be done within two weeks of arrival. You do not need to bring your pet in for this registration, just their health record and their rabies certificate.

Pet Quarantines

Germany does not require a quarantine, but does require that cats and dogs be accompanied by a certificate issued by a license veterinarian at point of

origin which states the animal was vaccinated more than 30 days but less than 12 months prior to travel. It must be made out either in German or be accompanied by a German translation. See PETS in the MUST KNOW ITEMS Section for more information.

Veterinary Services

The Veterinary Treatment Facility offers a full range of services by appointment only. Call the Veterinary Treatment Facility first for emergencies during duty hours. After duty hours, the name and number of a designated civilian veterinarian will be left on their answering machine. It is a good idea to find a civilian veterinarian that you feel comfortable with that is located close to where you live. Please contact the Veterinary Treatment Facility for a listing of German civilian veterinarians.

Pet Transportation

Personnel need to make special arrangements when shipping family pets to Germany. To insure that your pet has a safe and comfortable air trip, we offer these tips:

Call the airline you are flying on and make a reservation for your pet. Call as early as possible as many airlines do not ship animals or they have a limit on the number of animals on each flight.

Book a direct flight if at all possible.

Make an appointment at your veterinarian for a check up. Tell him/her that you are planning to take your pet to Germany via air.

Obtain a bilingual health certificate from your veterinarian dated no earlier than 10 days before departure. It is important to note that shots must be more than 30 days old and less than one year old.

Start crate training your pet - if it has not already been trained. If your pet has never been in a crate before, buy the crate and leave it sitting in your living or bedroom for a couple of days. When the pet is comfortable, start encouraging him/her to go inside by putting treats inside the crate. Never force a pet into a crate - you will create a fear of the crate in your pet. Gradually increase the time you leave your pet in the crate each consecutive day, until you have reached an 8 hour day.

Feed your pet a light meal 6 hours before flight time, and exercise before putting in the crate.

If you are traveling in hot weather, book a night flight. Your pet may not be able to travel with you if the temperatures are too extreme.

Purchase a USDA-approved shipping crate. It should be large enough so that your pet can stand, sit and change position comfortably. For international

flights, it is also required that the crate have breathing holes in the rear of the crate.

Insure the words "LIVE ANIMAL" are on the carrier with arrows indicating the upright position of the carrier.

Line the bottom with some type of bedding to absorb accidents.

Freeze water in a plastic water cup and attach inside the carrier, it will melt by the time your pet is thirsty, yet not spill with the handling of the crate. Or purchase a "hamster" type water bottle - but you have to make sure that you train your animal to drink from this type of apparatus.

Get your pet accustomed to the carrier. Also, putting a piece of clothing with the scent of a family member will comfort your pet during the flight.

Do not place a lock on the carrier, so that the airline personnel can open the carrier in an emergency.

For trips longer than 12 hours, attach a plastic bag containing dry food on the top of the carrier with feeding instructions for airline personnel.

PCS Reporting Procedures

See REPORTING-IN PROCEDURES Section in the MUST KNOW Section.

Separation Procedures

Every third Wednesday of the month at 1300, an Out-Processing briefing is conducted for all separating and PCSing Service Members and Civilians. Contact the Central Processing Facility for more information. The Army Career and Alumni Program (ACAP) is offered through Heidelberg and offers assistance to those separating from the military.

Billeting

See HOUSING Section for more information.

Unaccompanied PCS

See HOUSING Section for information on quarters for unaccompanied personnel. The emotions connected with both long-and short-term separations are many, and they vary from family to family. It is important to be prepared in all respects for the separation. Make sure you and your spouse know the location of important papers, have power of attorneys if needed, clarify financial obligations and most importantly communicate your feelings about separation and encourage other family members to do the same. Contact your local Community Family Center/ACS for information to help you organize important information, (the worksheets in the "What's Next? A guide to Family Readiness" are great) and to

learn strategies for meeting the challenge of a geographical separation.

Support Services

Support Services Overview

The Stuttgart Military Community offers a wide variety of support services. For more detailed information on support services, please contact the Information and Referral Specialist at The Army Community Service Center, Patch Barracks, Building 2307, (DSN 430-7176, CIV 011-49-711-680-7176).

Family Centers

For more information on this subject:
<http://www.stuttgart.army.mil/acs>

It is the mission of The Army Community Service Center to assist individuals, families and communities by providing programs and services that promote self-reliance, resiliency and stability. A wide variety of programs, services and classes are offered that will help you solve various problems, including family issues, employment issues, financial concerns, consumer concerns and cultural adaptation to Germany. The staff do their best to serve you in providing you the information, services and support necessary for you and your family to maintain a high quality of life while in the Stuttgart area. All of our programs and services are free and child care is provided for many of the programs. Contact the Information and Referral Specialist for more information on class dates and sign-up procedures.

The Army Community Service Center offers the following programs: Community Information & Referral; Relocation Assistance; Outreach, Employment Assistance; Consumer Affairs; Family Advocacy; Lending Closet; Foster Care; EDIS; classes in Stress Management, Parenting, Cultural Adaptation, Computer Literacy and German Language. In addition, the facility has meeting rooms for use of community members. For more information, visit the website provided.

Information and Referral

For more information on this subject:
<http://www.stuttgart.army.mil/acs>

The primary objective of the Information & Referral Program is to link the individual in need with the appropriate agency or service that will eliminate or alleviate that need. The blending of needs with resources within the military and local community is

the goal of the Information & Referral program. If we don't have the information on a particular subject, we will find it for you--just call!!

Financial Assistance Programs

For more information on this subject:
<http://www.stuttgart.army.mil/acs>

Services provided by the Consumer Affairs Financial Readiness Program include: assessing your current financial status, budget development, financial planning for transition, family separation and "short-term" deployment, insurance information, basic financial education, debt liquidation assistance, checkbook maintenance and unit financial readiness training.

Emergency Assistance

Army Emergency Relief (AER) is available through The Army Community Service Center. AER can provide financial assistance for a variety of conditions/situations. It provides assistance with transportation requirements when ordinary leave has been granted under emergency conditions or emergency leave. AER also assist military members meet obligations that are beyond the individual's financial means, i.e., auto repairs, exorbitant utility bills, etc. Other relief aid societies available are Air Force, Navy and Marine. The American Red Cross maintains emergency message services and coordinates financial assistance through these relief societies.

Family Advocacy

See FAMILY CENTERS Section.

Single Member Services

There are many opportunities for the single member in the community to join activities that may be of interest. The German-American clubs, chapel groups, outdoor recreation, USO, BOSS (Better Opportunities for Single Service members), Mentoring, etc. Contact The Army Community Service Center for more information.

Support Groups

The Army Community Service Center, the Family Life Center and the Community Counseling Center sponsor various support groups where one can meet and discuss various topics of interest. Contact any of these organizations for specific information.

Morale, Welfare, and Recreation

See LOCAL COMMUNITY Section.

Chapel Services and Programs

For more information on this subject:
<http://www.stuttgart.army.mil>

Chapel services are offered on Patch and Robinson Barracks and Panzer Kaserne. The Chapel programs and services include religious services, religious education classes, pastoral counseling and chaplain support activities. Some of the religious services offered include general protestant, protestant liturgical, Church of God in Christ, Jewish, Muslim and Catholic. Contact the Chapel Offices, located on Patch Barracks, Building 2307, 4th Floor (DSN 430-5000; CIV 011-49-711-680-5000) to learn of other religious services in the area.

The Chaplain Family Life Center provides comprehensive pastoral programs supporting family well-being, family counseling, family crisis interventions and family support activities for all members of the community. Additionally, the Family Life Chaplain provides family life education sessions; family counseling dealing with premarital/marital issues, family abuse, parent-child conflicts, alcohol and drug abuse, intervention in family crises and pastoral support for family members.

Military chaplains and chapels represent all faiths and have a wide variety of religious education, men's, women's and youth programs available to participate in and meet your spiritual needs. Visit the 6th ASG web site for more information.

Drug and Alcohol

Call The Army Community Service Center for more details on programs related to drugs and alcohol.

Legal Assistance

The Stuttgart Legal Office can provide assistance with powers of attorney, notaries, tax assistance, filing claims for household goods and vehicles, and other legal services. Please call DSN: 430-8005, CIV 011-49-711-680-8005 for details.

Child And Teen Services

Child and Teen Services Overview

Child and Youth Service (CYS) programs provide a consistent integrated and safe environment that

promotes the development of children and youth while responding to the unique needs of the Stuttgart Military Community. A variety of services and programs are provided for the following age groups:

Six weeks to kindergarten: The Child Development Center (CDC) offers full-day and part-day programs, pre-school and hourly care. Family Child Care (FCC) may be available to provide full-day, part-day, hourly, overnight, weekends and extended hours care by certified providers. Please note that availability of FCC providers is limited.

First grade to twelve years old: School Age Services (SAS) provides before and/or after school care as well as full day care on "school out" days. SAS also provides a summer camp program during the summer months. Family Child Care (FCC) may be available to provide full-day, part-day, hourly, overnight, weekends and extended hours care by certified providers. Please note that availability of FCC providers is limited.

Ten years through fifteen years old: Youth Services offers free open recreation for this age group in their Middle School Program. Special events and trips are regularly scheduled throughout the year at minimal cost.

Sixteen through eighteen years old: Youth Services offers free open recreation for this age group in their teen programs. Special events and trips are regularly scheduled throughout the year at minimal cost.

New Parent Program

Contact The Army Community Service Center for more information.

Child Care Programs - on Installation

Child Development Centers are available on three of the five installations: Patch Barracks, Kelley Barracks and Panzer Kaserne. School Age Service Programs are available at four locations: Patch Barracks, Kelley Barracks, Robinson Barracks and Panzer Kaserne.

Currently there is not a waiting list for care; however, there is a waiting list for "preference for care". This means that child care is available, however, it may not be at the location you prefer.

Youth Service Programs are available at four locations: Patch Barracks, Kelley Barracks, Robinson Barracks and Panzer Kaserne. Sports and

Instructional activities are available at these same locations but may vary in programs offered.

Prior to utilizing any Child and Youth Service (CYS) Programs, all children must be registered through the CYS Central Enrollment and Registration (CER) office. Your sponsor can assist in getting registration information to you prior to your arrival.

Documents needed for registration (registration is good one year from date completed):

- Up-to-date immunization record
- LES, wage statement and/or retirement statement for both sponsor and spouse
- Three LOCAL emergency telephone numbers other than sponsor and spouse
- \$15.00 per child or \$35.00 per family

The fees for CDC, FCC and SAS programs are based on total family income. Full day care for CDC eligible children ranges from \$177 to \$458 per month. Before and after school care for SAS eligible youth ranges from \$91 to \$204 per month. Family Child Care (FCC) follows the same payment plans based on the age of the child (CDC or SAS). Hourly care is \$2.50 per hour per child. Middle School and Teen programs offer Open Recreation for free and charge minimal fees for special events and trips. Fees for sports and instructional activities varies based on the activity.

Multiple child discounts are available as well as staff and CYS volunteer discounts.

For more information, contact the main office of Child Development Services, located on Patch Barracks, Building 2347: DSN 430-7458, CIV 011-49-711-680-7458.

Child Care Programs - Community

Contact the Child Development Services main office (listed above) for a referral list of German Kindergarten Programs. Typically these programs only serve children ages 3-5 years and offer only part-day programs.

Things To Do - Clubs and Social

See SCHOOLS Section.

Things To Do - Recreation and Sports

A wide array of sport and instructional activities are available for all age groups. Sports programs include soccer, football, basketball, gymnastics, Tai Kwon

Do, cheerleading, baseball, softball, track, wrestling, tennis and swimming. Other programs available include dance, tap, ballet, crafts, German language programs, movie nights and bowling nights. Youth Services also offers summer, winter and spring break activities. Many activities and trips such as visits to museums, swimming parks, amusement parks, horseback riding, paddleboating, zoo, etc., are planned during these programs.

Schools

Please see the EDUCATION, PUBLIC & DoDDS Section.

School Age Care

The School Age Services (SAS) programs are available for youth ages 6-12 before and after school and on days when school is not in session. SAS provides children positive individual and group experiences with adults and peers that compliment the school day, through educational and recreational activities which support the child's needs. The program provides children opportunities to learn more about existing interests and skills and to learn about new ones. Other School Age Services include hourly care, drop-in, Homework Center, Computer Lab and Science Lab.

Religious Programs

See CHAPEL SERVICES AND PROGRAMS Section.

Special Events

Contact the Youth Services and schools for any special events that are scheduled.

Sponsorship and Support

For more information on this subject:
<http://dticaw.dtic.mil/mtom/>

Contact Youth Services, Patch Barracks, Building 2337, DSN 430-5378; CIV 011-49-711-680-5378, for a sponsor before you arrive in Stuttgart. This is an excellent opportunity for youth to learn about the Stuttgart area first hand from someone of the same age and interests.

There is a wonderful website available for teens called "Military Teens on the Move". It gives tips on coping with the move, how to make new friends, chat rooms to meet other kids at other locations and more! It can be reached at the website provided.

After arrival in Stuttgart, children and youth can participate in the Mentor Program. This is a great program that pairs you with a volunteer in the community.

Youth Employment

Youth age 14 and older are eligible for employment in the Stuttgart military community. The Employment Readiness Program at The Army Community Service Center can help youth find jobs in the community and can give out the applications for the Summer Hire Programs.

Youth Centers

The Youth Centers in Stuttgart have a variety of programs and activities available for youth. You must be a YS member in order to use the services. There is a Youth Center at each of the locations of Patch, Kelley and Robinson Barracks and Panzer Kaserne. Program information and sign-up are provided at each location.

For Teens Only

There is a Teen Center located on Patch Barracks. The Center offers a variety of programs and alternatives to school lunches. The Center hosts a "Teen Scream" twice a month. This is the place to blow off steam and get help with everyday struggles. A Teen Townhall Meeting is held once a month at various locations. This is an open forum for teens to express their issues and concerns about our community. We are always gathering information from teens in our area to add to this site--check online for updated information.

Survival Tips For First Termers

Survival Tips for First Termers Overview

Being part of the military community presents many challenges for families. It is not always easy to balance military duties, personal and financial obligations while attending to the needs and wants of immediate and extended family. This requires a great deal of planning. Below are survival tips to help you and your family as you plan the challenge of your first, among many, military moves.

Before You Move

Start saving now!! Any move is going to cost money. Experts say three to six months pay in reserve will cover emergencies.

Talk to the staff at your current finance center. They can figure out how much travel pay and other allowances you will receive.

Contact your Army Community Service Center or Family Support Center at your current location. They can assist you in gathering information about your new assignment and provide guidance on how to make a smooth transition.

Request a sponsor. A sponsor can provide you with specific information and give you an "inside look" at your new community. Make a list of questions to ask your sponsor and provide them with the information they need to meet your needs for your arrival.

Find out your new mailing address from your sponsor and then send out change of address notices to any place you do business with. Go through your address book and your bills and financial papers from the past couple of months. Make out a list of company addresses, telephone and account numbers. Leave the new mailing address with your local post office and unit.

Gather all the important documents listed in the MUST KNOW ITEMS Section. Keep these items together and hand carry them to your new location.

Go through your household goods and get rid of all those unwanted or unneeded items. You'll only have to unpack them at the other end and if you are over your weight allowance, you will have to pay for the additional costs.

Contact the following:

Transportation: to arrange the moving and storing of your household goods;

Housing: to notify them of your upcoming PCS move if you are in government quarters;

Finance: to make any needed financial arrangements;

Commander's Office: to apply for leave if taken with travel time;

Banks/Credit Unions: to close accounts, arrange for direct deposit, set aside travel funds, etc.;

Schools: to pick up records and discuss any educational concerns;

Hospital/Medical Center/Dental: to pick up records;

Utilities/Phone Company: to arrange discontinuation of services;

Post Office: to complete change of address forms

After You Arrive

Contact your loved ones to notify them that you have arrived at your new location and give them a phone number and address in case they need to reach you in an emergency.

Your sponsor should escort you to the Central Processing Facility (CPF) by 0800 on your second

day here. See REPORTING PROCEDURES in the MUST KNOW ITEMS Section for more information.

Visit the Post Office to receive any mail that has been held for you while in-transit.

Your sponsor should take you on a "mini" tour of the Stuttgart Military Community. Visit the Army Community Service Center to sign up for SNO and to learn about other programs available to you and your family.

Reporting Procedures

See REPORTING IN PROCEDURES in the MUST KNOW ITEMS Section.

Travel Planning

Do not take or spend advance pay unless it is absolutely essential. You will have to pay it back by monthly deductions from your pay. Therefore, you will have less to live on every month until it is all paid back. If you are issued a Government Credit Card, ensure that only charges related to traveling to your new assignment are charged to the account.

Make sure you have coordinated your travel and arrival needs with your sponsor as soon as possible. Your sponsor cannot make arrangements to meet your needs if you have not told them!

Vehicle Ownership

Personnel on long tours, i.e., 36 months, are allowed to ship one POV at the government's expense. Some

personnel have found it advantageous to buy a used car after arrival. These cars are usually inexpensive and are resold at the end of the tour. Any POV must be registered, see POV REGISTRATION in the REGULATIONS Section.

You will be able to purchase gas coupons in Germany. They are sold at the main PX and Shoppette facilities. They can be used at participating ESSO service stations in Germany and the BP stations on the autobahns. Gas pumps are also available on Kelley Barracks. See GAS COUPONS/STATION in the MUST KNOW ITEMS Section.

Housing and Billeting

Refer to the MUST KNOW ITEMS and HOUSING Sections.

Money Matters

Where financial matters are concerned, "People don't plan to fail, they just fail to plan". For healthy financial planning:

- Know what your income is
- Know where your money goes
- Know the balance of your checkbook
- Know how much you owe and what it is costing you through interest
- Balance your checkbook with every bank statement

At A Glance

Facility/Services Summary

<i>--Officer and Enlisted Population--</i>			
Active Duty Officer	1308	Active Duty Warrant Officer	140
Guard Reserve Officer	29	Guard Reserve Warrant Officer	0
Retired (Officer and Enlisted)	599	Foreign Service Officers	9
Active Duty Enlisted	2882	Guard Reserve Enlisted	47
Foreign Service Enlisted	4		
<i>--Civilians--</i>			
Civil Service	1126	Wage Grade	0
Non-Appropriated Funds	311	Family Members -on and off Installation-	8002
<i>--Family Services--</i>			
Family Centers	1	Teen Centers	4
Child Day Care	3	Family Child Care Certified Homes	14
Total Child Capacity	255	Total Child Capacity	60
Average Waiting List Time -Months-	0		
<i>--Other Services--</i>			
Commissary	4	Exchanges	2
Shoppettes	3	Gas Stations	1
Movie Theaters	2	Banks and Credit Unions	2
McDonalds/Burger King	1	Other i.e. Exchange concessionaires	4

Housing Summary

<i>--Officer Housing--</i>			
Senior Officer Waiting	4	Senior Officer 3 Bed Room	162
Senior Officer 4 Bed Room	65	Senior Officer Other	135
Company Grade Officer Waiting	3	Company Grade Officer 2 Bed Room	95
Company Grade Officer 3 Bed Room	47	Company Grade Officer 4 Bed Room	18
Company Grade Officer Other	4	BOQ	71
<i>--Enlisted Housing--</i>			
Senior Enlisted Waiting	22	Senior Enlisted 3 Bed Room	117
Senior Enlisted 4 Bed Room	53	Senior Enlisted Other	132
Enlisted Waiting	21	Enlisted 2 Bed Room	445
Enlisted 3 Bed Room	287	Enlisted Other	64
BEQ	105	Transient Lodging Facilities	54

Education Summary

<i>Name</i>	<i>Numbers</i>
Elementary School	3
Jr High/Middle School	1
High School	1

Local Community Summary

Type of Housing	Avg.	Low	High
Apartment Rent	900	635	2425
House Rent	1200	1635	4000
House Price - Single Family	0	0	0
Townhouse/Condominium Price	0	0	0

Medical and Dental Summary

--Medical Facilities--					
Medical Treatment Facilities	N	Number of Beds	0	Medical Clinic	1
Alcohol	Y	Allergy	Y	Audiology	N
Cardiology	N	Coronary care	N	Dermatology	Y
Dietary	Y	Emergency room	Y	Endocrinology	N
Family Practice	Y	General surgery	N	Gynecology	Y
HIV Unit	N	Hematology	N	Immunization	Y
Infect Disease	N	Intensive Care	N	Laboratory	Y
Mental Health	Y	Neonatal Intensive Care Unit	N	Nuclear Medicine	N
Nephrology	N	Neurology	N	Neurosurgery	N
Obstetrics	N	Oncology	N	Ophthalmology	N
Optometry	Y	Orthopedics	N	Otolaryngology	N
Pathology	N	Pediatrics	Y	Physical Therapy	Y
Podiatry	N	Primary Care	Y	Radiology	Y
Rheumatology	N	Urology	N		
--Dental Facilities--					
Dental Clinics	1	Adolescent	Y	Endodontics	N
General Dentistry	Y	Oral Surgery	Y	Orthodontics	Y
Pedodontist	N	Periodontics	Y		

Relocation and Support Services Summary

--Military Clubs--			
Officers Club	0	Non-Commissioned Officers Club	0
Enlisted Club	0		
--Recreation--			
Arts and Crafts	4	Automobile Hobby Centers	3
Bowling Centers	3	Recreational Centers	0
Libraries	2	Music and Theater Locations	3
--Physical Fitness/Sports--			
9 Hole Golf Courses	0	18 Hole Golf Courses	1
Gyms/Physical Fitness Centers	4	Jogging Paths	2
Tennis Clubs/Courts	4	Tennis Courts - Lighted	0
Swimming Pools - Public	0		
--Nature/Outdoor Activities--			
Outdoor Recreation Centers	1	Campgrounds	0
Fishing Areas	0	Horse Stables	0

APPENDIX

Disclaimer

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